

Accounting Specialist

Financial Services Team

Position Description

Supervised by: Accounting Supervisor
Status: Full time
Location: InterVarsity's National Service Center (NSC) - Madison, WI

To advance the purpose of InterVarsity Christian Fellowship, this position will support the Finance & Accounting Services Team with general accounting functions like account reconciliations, responding to staff accounting questions, and other general accounting processes.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world
- Participate in the spiritual life of the NSC, such as Commons, prayer meetings, and community events

General accounting work

- Process payables weekly by ACH, check, PCard, or wire
- Setup suppliers and manage lease payments
- Organize the annual 1099 reporting process
- Process donation batches and assist with daily donation intake
- Record assigned monthly transactions
- Reconcile various balance sheet accounts monthly, quarterly, or annually as assigned
- Prepare workpapers for annual audited financial statements
- Respond to staff questions about financial transactions; make corrections and identify process changes related to corrections
- Other responsibilities as assigned

Develop a funding base:

- Develop and communicate with a list of potential financial and prayer ministry partners on a regular basis
- Raise an agreed upon amount of financial support

Knowledge/Skills/Abilities

- Thorough understanding of bookkeeping processes and procedures
- Strong Excel skills
- Ability to maintain confidentiality, particularly with financial matters
- Effective written and oral communication skills
- Ability to handle multiple priorities, manage time effectively, and go the extra mile to engage key stakeholders
- Ability and willingness to travel occasionally for InterVarsity events and conferences as required

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- High school diploma or equivalent required. Associates degree in Business, Accounting, or Finance preferred.

- This is an entry level position, however, some experience in accounting or finance, preferably with payables and/or data entry, is preferred.
- Experience with Workday or other complex financial systems is preferred.

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Teamwork:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)