

Job Description

Job Title: Senior Accountant
Department: Accounting
FLSA: Exempt
Reports To: Director of Finance & Administration
Location: Baltimore
Revision Date: 9/17/20

General Summary:

For more than 40 years the Jesuit Volunteer Corps has engaged brave young believers in vital service within poor communities, fostering the growth of leaders committed to faith in action. The global nonprofit and their network of over 10,000 Former Jesuit Volunteers support approximately 250-300 Jesuit Volunteers each year as they work for justice in 37 U.S. cities and six countries abroad. For more information please visit jesuitvolunteers.org.

As an organization committed to advancing racial equity and inclusion, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.

Position Summary:

JVC is seeking a Senior Accountant. Under the supervision of the Director of Finance and Administration and working closely with a variety of departments, the Senior Accountant will oversee day-to-day accounting for a complex organization. This is a new role that will be responsible for ownership of maintaining the general ledger, month and year-end close, and reconciling all accounts on a monthly basis.

Principal Function:

Responsible for all accounting, reconciliation and closing. Assist in other areas of the Finance department as needed.

Duties & Responsibilities:

- Responsible for all day-to-day general ledger accounting functions, including journal entry preparation
- Prepare internal financial statements
- Reconcile all bank accounts
- Perform balance sheet account reconciliations, account analyses, accrual calculations, and other related accounting schedules on a monthly basis or as needed
- Responsible for month-end and year-end close
- Research and prepare variance analyses and explanations on a monthly and yearly basis
- Prepare external audit schedules as needed and act as point of contact with auditors
- Monitor outstanding checks
- Collaborate and interact with all members of the organization
- Provide ad-hoc reports as needed
- Prepare all invoices and monitor the payment status of such invoices
- Special projects as assigned by department or organizational leadership
- Maintain fixed asset records
- Promote the mission of the organization through superior customer service and the efficient use and care of resources
- Maintain confidentiality of all information pertaining to donor and the organization's operations

Required Skills & Abilities:

Strong technology and Microsoft Excel skills required including pivot tables and Vlookup; proficiency in other Microsoft Office products. Must have excellent spoken and written communication skills.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

Education & Experience:

Bachelor's degree required. 7+ years accounting experience, must have nonprofit experience

Physical Requirements:

To perform in this position successfully, an individual be able to:

- Exert minimal physical effort with intermittent movement going from one place to another
- Withstand prolonged periods of sitting in meetings or at a desk working with a computer
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication of parts at distances close to the eyes.

The organization provides equal employment opportunities to all applicants and prohibits discrimination with regard to race, religion, age, sex, national origin, sexual orientation, gender identity or expression.

To Apply:

Email your resume and a cover letter with salary requirements to Human Resources at hr@jesuitvolunteers.org

Equal Opportunity Employer:

As an organization committed to advancing racial equity and inclusion. The Jesuit Volunteer Corps is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. JVC encourages applications from candidates of all ages, races, colors, classes, gender identities, sexual orientations, religions, languages, family or parental statuses, physical abilities and veteran statuses.