

Job Title: Sr. Accountant
Department: Finance and Administration
FLSA: Exempt
Reports To: Director of Finance and Administration
Location: Baltimore
Date Revised: January 2021



Who We Are: Aspiring to create a more just and hopeful world, the Jesuit Volunteer Corps engages passionate young people in vital service within poor communities, fostering the growth of leaders committed to faith in action.

General Summary: Reporting to the Director of Finance and Administration, the Sr. Accountant will be a key member of the Finance and Administration team and will support staff across the organization. The Sr. Accountant is responsible for overseeing day-to-day accounting, producing accurate and timely reports, upholding compliance, implementing improved processes, and providing a high standard of customer service. Throughout this work, the Sr. Accountant will support JVC's core values—social justice, simple lifestyle, community, and spirituality.

Principal Duties and Responsibilities: Perform all accounting, monthly reconciliation and close, and production of financial reports. Assist the Finance and Administration team in other areas as needed.

Accounting, monthly reconciliation and close, and general ledger maintenance:

- Maintain the general ledger, including journal entry preparation
- Perform balance sheet account reconciliations, analyses, and accrual calculations
- Track restricted grant funding and releases from restriction
- Maintain fixed asset records and other accounting schedules
- Complete month-end and year-end close
- Prepare external audit schedules as needed and act as a point of contact with auditors

Financial reporting and analysis:

- Prepare monthly internal financial statements
- Research and prepare variance analyses
- Prepare and maintain income and expense forecasts, monitor cash flow
- Support the Development team with budgets for grant applications and reporting on expenditures
- Provide additional reports as needed

Accounts payable and accounts receivable:

- Oversee bill payment, monitor outstanding checks
- Prepare earned revenue invoices, monitor payments and AR aging

Other responsibilities:

- Oversee special projects as assigned by department or organizational leadership
- Promote the mission of the organization through superior customer service and the efficient use and care of resources
- Support Director of Finance and Administration and management team with annual budget creation
- Participate in the ongoing development, implementation and maintenance of policies, procedures, and internal controls

Education and Experience: Bachelor's degree required. 5+ years accounting experience. Nonprofit experience preferred but not required. CPA a plus.

Knowledge, Skills, Abilities:

- Excellent organizational skills and a keen attention to detail
- Advanced Excel skills and proficiency with other Microsoft Office products
- Experience with QuickBooks helpful but not required
- Effective verbal and written communication skills; ability to clearly communicate complex financial concepts
- Ability to work with professionalism and tact, including handling sensitive information with confidentiality
- Passion for the Jesuit Volunteer Corps and its mission
- Commitment to advancing racial equity by engaging in dialogue and reflection to understand how individual, social and cultural racism manifests itself as well as the work we need to do individually and as an organization to be anti-racist.

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

Physical Requirements: To perform in this position successfully, an individual must 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; viewing a computer screen.

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.

To Apply: Email your resume and a cover letter with salary requirements to Human Resources at careers@jesuitvolunteers.org