



CALVIN THEOLOGICAL SEMINARY

Job Title: Accountant
Department: Financial Services Office
Reports to: Controller
Status: Full-time, Exempt

SUMMARY

The Accountant will perform general accounting duties of the Financial Services Office. The position provides support to faculty, staff, students and others for financial matters including student billing, reconciling accounts and account analysis, ensuring that key processes and reconciliations are completed on a regular basis in accordance with good accounting protocol and internal controls..This position is a year-round full time on-site position with flexibility for some hours of remote work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee and prepare monthly credit card statements for employees
- Compile, analyze, and report financial data
- Reconcile and maintain general ledger accounts.
- Reconcile bank accounts at least monthly, verify deposits, address inquiries from the bank
- Prepare year-end tax reports and statements (1099-NEC, 1098 T, etc).
- Prepare student billings, provide periodic statements to students, facilitate tax reporting information for year end tuition tax forms.
- Assist in preparation of periodic financial statements, including reports on accounts and budget reports
- Provide outside auditors with assistance; gather necessary account information and documents to perform annual audit.
- Assist with accounts payable and accounts receivable.
- Process payroll functions for non-exempt employees, monitor timekeeping hours entry and reports, and prepare payroll journal reports for entry in the accounting system.
- Facilitate information preparation on student scholarships for the financial aid office, and assist in the financial aid processing and reporting as needed.
- Assist with preparation of endowment reports and gift deposits for the development department as needed.
- Perform other duties as assigned to assist the Financial Services Office and Calvin Seminary.

QUALIFICATIONS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

EDUCATION and EXPERIENCE

This position prefers an applicant with a bachelor's degree from a four-year college or university in accounting or business and/or two to five years of previous accounting experience with knowledge of financial and cost accounting. The ideal candidate is a self-starter, service oriented and able to work well with diverse populations.

COMMUNICATION SKILLS

Coordinating many financial details and policies requires clear written and oral communication with faculty, staff, students and others. This individual must handle confidential information with integrity.

DECISION MAKING/JUDGMENT

This position involves managing projects and assignments requiring some decision-making authority and the ability to take initiative. The position requires the ability to think clearly and act responsively.

OTHER SKILLS AND ABILITIES

1. Understanding of and ability to adhere to generally accepted accounting principles.
2. Excellent organization, accuracy and attention to details.
3. Flexibility and ability to manage multiple tasks.
4. Initiative and problem-solving.
5. Use of digital tools at above average level of skill mastery in such platforms as Microsoft Office Suite; highly proficient in accounting software and able to learn new systems.

PERSONAL INTEGRITY

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church participation are essential.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: January 2024