**Position Title: Senior Accountant – Special Projects**

**JOB PURPOSE**: The Senior Accountant for Special Projects works closely with the VP, Finance and Controller to perform and/or coordinate the steps of implementing process improvement/re-engineering projects for the Finance/Business Office. The Senior Accountant participates in the planning of the assigned projects and leads the implementation efforts to ensure that the projects are completed on time and in conformity with both Generally Accepted Accounting Principles (GAAP) and Princeton Theological Seminary objectives. Reports to the Vice President for Finance & CFO.

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| **ESSENTIAL FUNCTIONS:** | % of time |
| **Financial Process Improvement:** | 75% of time for section |
| Participates in planning the various process improvement projects in collaboration with the VP for Finance/CFO, Controller and other assigned staff. |  |
| As needed, audits current system reports to ensure that as data is converted and/or reimplemented into appropriate software, that the data is accurate. |  |
| Learns the relevant software both as currently utilized and for the proposed change in order to ensure the conversion/implementation accurately captures the data. |  |
| Ensures that converted data reconciles to the General Ledger. If adjustments are needed, prepares journal entries with supporting documentation to be entered into the system of record. |  |
| Coordinates with the Controller and Information Technology Services department with regard to implementation and optimization of finance-related and enterprise-wide software systems including Jenzabar J1 and Fundriver. |  |
| Assist in development and implementation of modifications to existing accounting policies and procedures as to promote efficiency; |  |
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| **Collaborates with CFO on Finance Department Deliverables** | 10% of time for section |
| Supports the Vice President for Finance and CFO with preparation of reports and status updates for the President and Audit and Financial Affairs Committee. |  |
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| **Training of Other Staff/Other** | 15% of time for section |
| Coordinates with VP, Finance/CFO and Controller in training of Business Office staff in the utilization of new systems and processes. |  |
| Assists VP, Finance/CFO in identifying processes that may need improvement and initiating and implementing those improvements as time permits. |  |
| Total | 100% time |

**QUALIFICATIONS**

**QUALIFICATIONS/SKILLS REQUIRED:**

* Bachelor’s degree in Accounting or related field *required;* Certified Public Accountant (CPA) or Certified Management Accountant (CMA) is a plus.
* Minimum of ten years of progressive experience in an accounting position where substantial judgment, analysis, interpretation, integration of complex data was required.
* Demonstrated working knowledge of accounting standards for non-profits and restricted and endowment fund and grant accounting.
* Proven competency with financial information technology in a non-profit environment and implementation of financial systems; proficiency with the Microsoft Office software suite, including advanced knowledge of Excel (including VLOOKUP, data tables/filters, pivot tables, charts and other data management and presentation functions).
* Excellent attention to detail, and analytical, communication and presentation skills.
* Commitment to process improvement; flexibility and willingness to adapt to change.
* Absolute integrity and discretion when handling confidential information.
* Excellent interpersonal skills, including the ability to relate to broad constituencies including staff, administrators, senior executives, board members, donors, and external professionals.
* Proven ability to teach/train both accounting and non-accounting professionals on the policies and processes of the Seminary and relevant accounting principles.
* Enjoy being a part of a community dedicated to the Seminary’s mission, working as part of a professional team, and motivating others to develop and achieve.
* Demonstrated initiative and strong work ethic with the ability to work in a fast- paced environment.

**PREFERRED QUALIFICATIONS AND SKILLS:**

* master’s degree (MBA or similar)
* experience working in Higher Education
* experience with fund accounting and with restricted and endowed funds

**PHYSICAL / ENVIRONMENTAL DEMANDS:**

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

**STATUS:** Exempt, Administrator

Prepared by: Jean Hall Date:

**Princeton Theological Seminary reserves the right to amend this position description at any time.**

**We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.**