



Position Description

Position Title: Senior Accountant

JOB PURPOSE: The Senior Accountant is the person primarily responsible for ensuring that the endowment-tracking software – Balance by EverTrue (formerly Fundriver) – accurately reflects and serves as the detailed subledger for pooled investments, including incoming gifts, allocation of earnings, recognition of expenses and reconciliation of the subledger with the general ledger. The Senior Accountant also supports grant budgeting and reporting and fixed assets.

ESSENTIAL FUNCTIONS:	% of time
Endowment Funds Maintenance, Reconciliation and Reporting	50% of time for section
Collaborates with the Advancement Office, Bursar's Office and other Business Office personnel to ensure that all software systems contain consistent information.	
As needed, audits system reports to ensure that as data is uploaded into appropriate software, that the data is accurate.	
Performs data analysis to ensure that restrictions, balances and fund classifications are consistent across all systems.	
Maintains and updates the monthly expense report for endowment spending	
Prepares certain endowment-related schedules for the annual audit	
Prepares endowment funding availability report to Financial Aid and other departments	
Reconciles interfund transactions for endowment gifts	
Ensures that data reconciles to the General Ledger. If adjustments are needed, prepares journal entries with supporting documentation to be entered into the system of record.	
Assists the Deputy to the CFO with ensuring records in Balance support the relevant workpapers for the annual audit.	
Grant Budgeting and Reporting	20% of time for section
Works with various departments with grant funding to ensure the chart of accounts support the grant reporting needed.	
Reviews Staff Accountants reconciliations for reporting	
Assists the Controller with submitting reports on a regular basis to budget managers for grants, and annual reporting to the grantor.	
Fixed Assets/Capital Project Management/Other	30% of time for section
Enters, monitors and reports on fixed assets acquired or disposed of throughout the year.	
Works collaboratively with the Controller to ensure that relevant work papers for the annual financial audit are accurate and submitted timely to the auditors	

Updates and monitors capital project spending and available balance of contingency funds for Capital Planning Committee.	
Prepares Schedules related to bonds for the annual audit	
Performs other reconciliations, as needed or requested.	
Total	100% time

QUALIFICATIONS

QUALIFICATIONS/SKILLS REQUIRED:

- Bachelor's degree in Accounting *required*; Certified Public Accountant (CPA) or Certified Management Accountant (CMA) is a plus.
- Minimum of five years of progressive experience in an accounting position where substantial judgment, analysis, interpretation, and 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: Jessica Spearnock

Date: July 31, 2026

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.