

NORTHERN SEMINARY

Position Title: Accounting Manager

Department: Business Office Staff

FLSA Status: Full-Time

Reports to: Controller

Position Summary: The Accounting Manager is primarily responsible for the accounting and financial system processes, internal control, and compliance functions of the seminary which includes Quick Books and Populi. This position provides relevant financial data necessary for budgetary and financial decisions.

Supervisory Responsibilities:

- Manages the accounting staff who are responsible for financial reporting, billing, collections, payroll, and budget preparation.
- Recruits and hires accounting and financial staff and conducts performance evaluations.
- Coordinates training programs for new staff and identifies training needs for current staff.

Duties and Responsibilities:

- Directs various insurance programs, including EIIA property, workman's comp and legal liability.
- Maintains property records and serves as the custodian of official documents including the preservation, retention, and scheduled destruction of documents according to the law.
- Maintains Title IV and manages federal loan and Northern student loan programs.
- Supervises all accounting and financial procedures of the Seminary, working with outside consultants and auditing firms when necessary and appropriate. Plan, supervise and direct the financial accounting services to ensure timely and accurate completion of all activity.
- Ensure compliance with all pertinent accounting standards, specifically GAAP (generally accepted accounting principles).
- Supervise the monthly closing process which includes entries and any other necessary transactions as needed for the accrual basis of accounting.
- Monitor, enhance and maintain an up-to-date chart of accounts for the financial information systems supporting the Seminary.
- Serve as E-CAR signatory, and work with federal student aid office and student services as needed.
- Supervise the payroll for the Seminary as approved.
- Supervise and evaluate the performance of direct reports in business office.
- Establish guidelines for administrators with budget control to purchase supplies and equipment.
- Oversee all activities associated with annual audit.
- Supervise the preparation of individual contracts.
- Supervise the preparation of all monthly bills and accounts payable.
- Provide program cost information.
- Supervise the payment of all lease rental agreements and loans.
- Administer inventory control program for the Seminary building contents, supplies and other equipment.
- Supervise all financial data processing.
- Perform all other duties that are necessary to insure the proper functioning of business offices services.
- Monitor financial performance in relation to projected revenues and expenses, and advise management of financial developments, trends and concerns.
- Manage daily cash flow to cover payments and invest when available.

- Develop, update and administer internal controls to ensure proper segregation of duties and safeguarding of assets.
- Develop, write, implement and review policies. Maintain a documented system of accounting policies and procedures.
- Work with the Information Technology vendor to ensure systems are operating effectively.
- Maintain accurate list of authorized check signers and electronic funds for all seminary accounts.
- Develop and maintain technical competencies related to not-for-profit accounting.
- Supervise student account services, donor entries, fees, and registration in one location.
- Serve as the primary contact person and work with independent auditors to ensure a timely and efficient audit. Prepare for and oversee the preparation of all audit work papers, updated policies and procedures. Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Assist in the preparation and development of the Seminary budget.
- Establishes internal controls and guidelines for accounting transactions and budget preparation. Ensures departments are remaining within budgets. Works with administration to provide controls with respect to budget areas that are outside of expected results.
- Works as liaison with endowment managers to maintain accurate records of restricted funds.
- Manage internal and external reporting process and communication. Provide financial analysis and other reports requested by management.
- Communicates to Controller and President on a regular basis. Provides month-end close to President and Controller in advance of the board meetings.
- Oversees preparation of business activity reports, financial forecasts, and annual budgets.
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.
- Presents recommendations to management on short- and long-term financial objectives and policies.
- Ensures compliance with local, state, and federal government requirements.

Required Skills/Abilities

- Knowledge of and in agreement with the mission and core values of Northern Seminary.
- Knowledge of methods and techniques used in fund accounting and reporting, including use of accounting software (Microsoft Excel or similar) and database systems, to ensure reporting methodologies that demonstrate statistical data in a user-friendly manner.
- Ability to manage multiple projects with competing levels of priority in a timely fashion and comprehensive completion.
- Ability to review and assess situations in swift, logical, process driven ways to insure viable and reasonable solutions.
- Ability to clearly and concisely communicate content driven data to multiple constituencies in understandable terms.
- Ability to develop and maintain effective working relationships with the Seminary's students, staff and community.

Education and Experience

- Bachelor's degree in accounting, business administration, or related field.
- Five or more years of experience in not-for-profit field.
- General knowledge of financial computer programs, database software similar to Blackbaud and QBE, and expertise in spreadsheet and word processing

- Demonstrated experience in managing, training and supporting staff
- Demonstrated ability to plan at a strategic level
- Demonstrated ability to produce and manage budgets
- Excellent oral and written communication skills
- Experience in working with a board of directors and reporting to a Controller
- Experience with not-for-profit accounting and fund management
- Experience in working in an educational context, preferred

Core Competencies:

- **Administration.** Strong administrative background in managing detailed logistical information.
- **Mathematics.** Strong mathematical skills
- **Verbal.** Strong communication skills
- **Detail.** Strong attention to detail
- **Analysis.** Problem-solving and analytical skills.
- **Agreement.** Complies with the Seminary Faith and Community Standard statements.
- **Interpersonal Relationships.** Promotes harmony and cooperation within working relationships; receives and makes assignments well; effectively addresses and resolves conflicts with others.
- **Initiative and Self-Reliance.** Takes action without direction; uses sound judgment in decision making; looks for new and better ways to accomplish goals.
- **Trust and Integrity.** Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values; practices what he or she preaches.
- **Compliance.** Complies with all federal guidelines related to FERPA and other Higher Education areas.

Core Values

The Accounting Manager will reflect these core values.

International, Interracial, Intercultural and Mutual

We are strongest when we reflect the breadth of Christ's church through intentional efforts to be agents of reconciliation and people who affirm the equal calling of women and men to lead the church and engage the world. Our graduates, faculty and staff demonstrate God's love around the world and across lines of culture, race and gender.

Pastoral/Missional Mindset

The Gospel is best proclaimed and shared by equipped church leaders who are committed to mission, prayer, faith, compassion. Five students in San Antonio are living that mission, and while students at Northern, they have planted four new congregations.

Servant Leaders

We best serve our students and their churches when we are resourceful, strategic and capable, relying on integrity to guide all interactions.

Teachable

We long to be in relationship with God and his world as we pursue His wisdom and study His Word.

Working Conditions

- Staff meetings are monthly.
- Office environment – ability to work in a fast paced and demanding environment May be sitting for long periods of time
- Use of computer – may be looking at computer screen for long periods of time
- Must be able to lift more than 10 pounds
- Must provide own form of transportation

The above statements are intended to describe the general nature and level of work.

Equal Opportunity Employer/Statement of Faith

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and demonstrated commitment to Northern's statement of faith and standard of conduct.

Founded in 1913, Northern is an evangelical seminary with historic ties to the American Baptist Churches/USA. Northern has a highly diverse educational context in terms of gender, race, age denomination and culture. From its founding, Northern has been fully supportive of women in ministry. (For further historical information visit: www.seminary.edu/history)

Interested persons may submit a cover letter and resume to:

Northern Seminary

Jay Schommer

Controller

410 Warrenville Rd, Lisle, IL 60532

jschommer@seminary.edu

4/19/2022