



**San Francisco**  
Theological Seminary

## **Senior Accountant**

The Senior Accountant position is responsible for major reporting, reconciliations and ad-hoc analysis. The Senior Accountant will have lead responsibilities for our other two accountants. The successful applicant will have inherent leadership qualities and the attention to detail necessary to ensure accurate reconciliations and reporting in all areas, while keeping in mind the big-picture perspective. The successful applicant will have prior experience and knowledge of not-for-profit fund accounting. This position reports to the Controller.

### **Key Responsibilities:**

- Prepare accurate, timely financial statements in accordance with an established schedule and with input from other members of the accounting department
- Conduct monthly and quarterly complex account reconciliations (including investments and endowments) to ensure accurate reporting and ledger maintenance
- Analyze financial statements for discrepancies and other issues that should be brought to the Controller's attention
- Review and approve all account reconciliations to ensure accuracy and completeness and provide appropriate feedback and input to the team
- Review and approve all general journal entries prepared by the accounting team
- Delegate responsibilities as appropriate to the accounting team
- Coordinate and assist Controller with conducting audits
- Conduct regular ledger maintenance
- Other duties as assigned

### **Education and Experience Requirements:**

- Bachelor's Degree in Accounting required
- 5+ years' experience in general accounting
- 2+ years' experience in non-profit accounting

### **Software Experience:**

- Must have advanced knowledge of and proficiency in Excel
- Must have experience with computerized ledger systems
- Familiarity with Sage/Intacct a plus

### **Other Required Skills:**

- Strong problem solving and analytical skills
- Strong organizational skills and the ability to lead a small team

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Peripheral vision, Depth perception and Ability to adjust focus.

Please send a Resume and Cover Letter to [JOBS@SFTS.EDU](mailto:JOBS@SFTS.EDU)

SFTS is an Equal Opportunity Employer    Title IX Compliant

Founded in 1871, the San Francisco Theological Seminary (SFTS) is a 21<sup>st</sup> century Seminary rooted in the Presbyterian Church (U.S.A.) and a non-profit, graduate educational institution of higher education preparing our students to meet the urgent needs of our times through both time-honored and innovative ministries. SFTS is located in Marin County, CA. [www.SFTS.edu](http://www.SFTS.edu)