



## **Accounting Manager Christel House International, Inc.**

### **WHO WE ARE**

Christel House International, Inc. (CHI) is a global education network serving more than 6,000 students from under-resourced communities in India, Jamaica, Mexico, South Africa, and the US (Indianapolis). Our vision is a world where poverty does not limit potential. Our goal is that they will achieve upward economic mobility, become good citizens, and identify and realize their goals, dreams, and human potential. To achieve this goal, the Christel House model is holistic, purposefully integrating academics, leadership and character development, health & social services, and college & careers. In recognition of the critical role our students' parents and caregivers play, Christel House provides intentional programming to support and partner with them. Students begin their Christel House journey as early as pre-Kindergarten (in some locations) and continue through high school. Once they graduate, Christel House alumni are actively supported in our College & Careers program for five years to best empower them to achieve their individual goals and aspirations.

### **WHAT WE BELIEVE**

We are unwavering in the belief that our students' potential is not limited by their experience with poverty. By providing them with the right interventions, connecting them to empowering opportunities, and intentionally developing their sense of agency and self-efficacy, we equip our students with the skills and knowledge to pursue and achieve their goals and aspirations. Christel House graduates are prepared to take a seat at the table of life.

### **WHAT YOU WILL DO**

In this role, you will meticulously examine and analyze the organization's financial records. Regular tasks will include conducting fixed asset and variance analysis, performing account reconciliations, and managing month-end closings. You will also play an active role in the year-end consolidated audit process, demonstrating a solid understanding of various global accounting standards. Additionally, you will be responsible for processing reimbursement grant requests and employee expense reports for both local and international staff. As part of your duties, you will provide thorough training to global staff on the organization's accounting system and ensure compliance with current and evolving accounting standards for both existing operations and new business initiatives. Working closely with the Controller and other team members, you will contribute to the enhancement and refinement of financial systems and review processes.

### **Key Duties & Responsibilities**

#### **Accounting, Reporting and Audit Responsibilities**

- Apply principles of accounting to process accounts payable, manage fixed assets, handle accruals and execute month end and year-end journal entries

- Prepare monthly balance sheet and income statement, including variance analysis comparing actual performance to budgeted figures
- Perform fixed asset analysis, variance analysis, account reconciliations, and conduct month end-closings
- Process reimbursement grant requests, including verifying receipts and activities with appropriate documentation and coding entries into the general ledger
- Monitor travel schedule and insure timely expense reporting and adherence to global staff budgets
- Manage new asset entries and maintain the asset register, including calculating depreciation and overseeing the retirement or disposal of assets
- Create new general ledger accounts and new learning center databases
- Uphold knowledge of and enforce internal control standards and procedures
- Collaborate with global finance teams to offer guidance on accounts payable, financial statement preparation, and adherence to accounting policies and procedures for accounting standards in their country
- Provide training on the accounting system to financial staff worldwide
- Assist in development and challenging of budgets using key operating metrics
- Participate in monthly closing functions and quarterly review of the balance sheet
- Assist in year-end consolidated audit preparation ensuring compliance with GAAP requirements, as well as global accounting standards, by converting financial statements from various countries and numerous currencies.
- Serve as backup for various functions within the Finance team.
- Undertake other responsibilities and projects as assigned periodically

## **QUALIFICATIONS**

- B.S. in Accounting with five years of accounting leadership experience
- Strong verbal and written communication skills
- Proficient in problem solving analytics
- Ability to work with minimum supervision
- Ability to interact and communicate with individuals at all levels of the organization
- Ability to multi-task and handle large volume of work
- Willingness to make decisions, exhibit sound and accurate judgment
- Highly developed administrative and business process skills
- Commitment to working with diverse communities and cultures
- Decision and planning with child safeguarding at the forefront.
- Strong work ethic, highly developed organizational and interpersonal skills
- Computer proficiency in Microsoft Outlook, Word, Excel
- Blackbaud Raiser's Edge and/or Financial Edge experience a plus
- Strong ability to create and maintain mathematical computations as related to budgets and financial management, and statistical analysis.

## **PROFESSIONAL COMPETENCIES**

- Ethics and Integrity
- Interpersonal Effectiveness, Communication and Teamwork
- Technical Application Knowledge / Competence
- Devotion and Commitment
- Decision Making and Judgement

- Planning and Organizing
- Urgency and Quantity of Work Output
- Innovation, Creativity and Problem Solving
- Leadership
- Work Product Excellence and Timeliness

The person in this role must live in the United States where we are headquartered. Interested applicants should send their resume and cover letter by August 15, to Magda Hernandez at **[mhernandez@christelhouse.org](mailto:mhernandez@christelhouse.org)**

Christel House is an equal opportunity employer. It is important to us that all staff members have a place of employment that is free of discrimination of all kinds and where staff can bring their authentic selves to work. We do not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, veteran, or military status.