



Accountant I

WHAT MAKES THIS ROLE AWESOME:

Christel House International (CHI) is a global education network that has served 20,000 students from under-resourced communities in India, Jamaica, Mexico, South Africa, and the US (Indianapolis). Our vision is for our students to break the cycle of poverty. Our goal is that graduates will achieve upward economic mobility, become good citizens, and identify and realize their goals, dreams, and human potential.

What makes us unique is that Christel House provides a holistic human development approach that focuses on building strong character, leadership, and a focused plan for one's future to complement each student's rigorous academic foundation. Through our Operations department, Christel House develops processes and implements technology that empowers staff with tools and processes that advance the achievement of the mission. The necessary IT systems are reliably available and easily accessible to ensure Christel House Learning Centers have sufficient programmatic and administrative support to fulfill their educational objectives.

POSITION SUMMARY:

Christel House International is seeking a skilled person, responsible for the entry of all donor gifts, ensuring compliance with GAAP and relevant tax regulations. Ensure the accuracy and efficiency of accounts payable payments, payroll journal entries, fixed asset management, and donor gift recording and collaboration. Review monthly activity of CH Europe financials. Assist in budgeting, board reporting, tax preparation and consolidated audit functions. Provide financial analysis for upper management as requested.

KEY RESPONSIBILITIES

Accounting and Data Entry

- Manage and monitor intercompany transactions with CD Enterprises, including payroll, benefits reimbursements, and related expenses.
- Process electronic payments to vendors when applicable to alleviate paper payments/ mailing volume.
- Provide monthly financial reports to leadership.
- Import annual budgets for all schools into the Financial Edge accounting

system, ensuring accuracy by cross-referencing with approved budget spreadsheets.

- Actively participate in development of budgets and budget reporting.
- Prepare board reports for Finance and Audit Committees.
- Apply principles of accounting to process accounts payable invoices, check writing and posting journal entries to the general ledger.
- Actively participating in preparation of the 990 annual tax return.
- Insure accurate accounts payable coding, coordinated with budget placement of revenue and expenses.
- Assist with Audits and preparing working papers to support data.
- Assist management with various ad hoc reporting and other duties, as requested.

Data Administration (Raiser's Edge)

- Provide accurate and timely gift entry processing utilizing Raiser's Edge.
- Apply principles of accounting to donor gift entry and entries of month end and year-end close.
- Coordinate with the development team to continually improve the process of gift entry with focus on coding in a manner consistent with their reporting needs.

EDUCATION

B.S. in Accounting with four years or related accounting experience.

QUALIFICATIONS

1. Strong verbal and written communication skills
2. Proficient in problem solving analytics
3. Ability to work with minimum supervision
4. Ability to interact and communicate with individuals at all levels of the organization
5. Ability to multi-task and handle large volume of work
6. Willingness to make decisions, exhibit sound and accurate judgment
7. Highly developed administrative and business process skills
8. Commitment to working with diverse communities and cultures
9. Strong work ethic, highly developed organizational and interpersonal skills
10. Computer proficiency in Microsoft Outlook, Word, Excel

11. Decision and planning with child safeguarding at the forefront
12. Blackbaud Raiser's Edge and/or Financial Edge experience a plus
13. Strong ability to create and maintain mathematical computations as related to budgets and financial management, and statistical analysis.

PROFESSIONAL COMPETENCIES

1. Ethics and Integrity
2. Interpersonal Effectiveness, Communication and Teamwork
3. Technical Application Knowledge / Competence
4. Devotion and Commitment
5. Decision Making and Judgement
6. Planning and Organizing
7. Urgency and Quantity of Work Output
8. Innovation, Creativity and Problem Solving
9. Leadership
10. Work Product Excellence and Timeliness

Interested applicants should send their resume and cover letter to Magda Hernandez at 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 based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, veteran, or military status.

