



Christel House International

Tax and Treasury Accountant

WHO WE ARE

Christel House is a global education network that has served more than 25,000 students from under-resourced communities since its inception 27 years ago. Our mission is for students to achieve upward economic mobility, become good citizens, and identify and realize their goals, dreams, and human potential. We do this by providing a comprehensive support system consisting of high-quality education, nutrition, healthcare, and character building. With schools currently operating in five countries and plans underway to expand our model to two new countries, we seek a **Tax and Treasury Accountant** to support our mission of helping students break the cycle of poverty.

WHAT WILL YOU DO

The Tax and Treasury Accountant safeguards Christel House International's financial integrity by ensuring full compliance with nonprofit tax regulations and effective stewardship of cash and restricted funds. This role ensures that all tax filings, audits, and reporting meet the highest standards of accuracy and transparency, while managing treasury operations that sustain liquidity and support timely funding for schools and programs across the organization. Through diligence, expertise, and collaboration, this position contributes to Christel House's mission of transforming lives by maintaining the financial health and accountability essential to delivering lasting impact.

KEY RESPONSIBILITIES

Tax & regulatory filings

- Prepare and review federal, state, and local tax filings, including entity registrations, personal property returns, and renewals.
- Coordinate tax audits (primarily form 990), annual returns, and state business and solicitation filings.
- Oversee vendor compliance with 1099, W-8, and W-9 documentation, including foreign vendor approvals.
- Ensure ongoing compliance with the Public Charity Test and related IRS requirements.

Treasury & cash management

- Manage cash flow projections and ensure sufficient liquidity to support operations.
- Reconcile purpose-restricted gifts, including grants, and ensure proper fund utilization.
- Oversee funding transfers to schools and related stakeholders.

Accounting & grant management

- Coordinate and process grant reimbursements in alignment with grant agreements.
- Support College & Career coaches reporting for grant compliance.
- Partner with accounting teams to ensure accurate posting of transactions.
- Administer donor grant reporting and application processes.

Financial planning & analysis (FP&A)

- Prepare and analyze cash flow forecasts and financial projections.
- Provide financial insights to support strategic planning and budget management.



QUALIFICATIONS

Education

- Bachelor's degree in Accounting, Finance, or related field required.
- CPA certification or advanced degree strongly preferred.

Skills and Attributes

- Five plus years of progressive tax and treasury accounting
- Strong knowledge of nonprofit accounting tax compliance and filings
- Experience with treasury and cash management functions.
- Exceptional attention to detail and ability to manage multiple deadlines.
- Excellent communication skills and ability to collaborate across teams.
- Proficient in problem solving analytics
- Ability to work with minimum supervision
- Ability to interact and communicate with individuals at all levels of the organization
- Willingness to make decisions, exhibit sound and accurate judgment
- Highly developed administrative and business process skills
- Commitment to working with diverse communities and cultures
- Strong work ethic, highly developed organizational and interpersonal skills
- Computer proficiency in financial systems, Microsoft Outlook, Excel
- Decision and planning with child safeguarding at the forefront
- 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

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

This position is based in the United States, preferably in Indianapolis, Indiana, and requires work hours aligned with EST zone.

Interested applicants should send their resume and cover letter by December 1, to Ana Paula Buzo at abuzo@christelhouse.org

Christel House is an equal-opportunity employer. It is important to us that all staff members have a workplace free of discrimination of all kinds and where everyone 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.

