



## Senior Accounting Manager

**Purpose:** This position manages accounting processes and provides financial analysis and reporting for Inter-Varsity Christian Fellowship of Canada (InterVarsity), with a primary focus on camp accounting and reporting. The incumbent also provides bookkeeping and reporting services to Canadian Inter-Varsity Christian Fellowship (CIVCF).

### Relationships

Reports to: CFO, Director of Finance and Accounting

Direct Reports: Financial Officers  
Accounting Officer  
Finance Assistant

Key Internal Relationships: VP, National Camping  
Camp Bookkeepers, administrator, and other staff  
Other NRC teams (e.g. HR, Ministry Partnerships, IT)  
Camp Directors

External Relationships: Banks, Vendors, Government (e.g. CRA)

### Key Responsibilities

#### National Accounting Duties and Responsibilities

- Manage the bookkeeping and accounting functions of Inter-Varsity Christian Fellowship and its affiliated entities.
- Provide financial management and guidance on the organizational impact of financial decisions.
- Hold signing authority for banks and government-related transactions.
- Recommend new accounting procedures and journal entries in response to evolving organizational and ministry needs, with a focus on simplifying processes and improving efficiency.
- Prepare quarterly GST/HST returns.
- Assist the CFO with financial analysis and management reporting.
- Oversee year-end closing processes and preparation for the annual audit; respond to auditors' inquiries.
- Supervise Financial Officers and Accounting Officers.
- Provide training and coaching to new accounting and bookkeeping staff at the National Resource Centre (NRC) or at camps.
- Complete additional assignments as required.

### **Camp Accounting Duties and Responsibilities**

- Maintain a strong understanding of Camp ministry operations to provide informed financial advice.
- Maintain financial records for nine camps, including the daily posting of donations and inter-company transactions.
- Prepare/review monthly bank reconciliations for Camp accounts.
- Prepare monthly and annual financial reports and analyses for Camps.
- Design and generate financial reports to support Camp ministry needs and initiatives.
- Conduct business analyses to identify issues and collaborate with local Camp and national management to develop practical solutions.
- Serve as a subject matter expert in accounting and systems for Camp management and bookkeeping staff; assist with related tasks and inquiries.
- Provide Camp-related financial information to other internal and external stakeholders to support sound decision-making.
- Facilitate the financial integration of Camp ministries with broader corporate finance processes and systems.
- Assist in calculating and reconciling Summer Missions payroll and support Camp personnel in related accounting tasks.
- Manage the annual Camp budgeting process, including consolidation, review, and analysis.

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### **Key Outcomes**

- Timely and accurate bank and account reconciliations.
- Reliable and timely financial bookkeeping and reporting.
- Completion of annual budgets and timely forecasts.
- Insightful and actionable financial analyses.
- Strong customer service and financial support for ministry teams.
- Effective leadership and resourcing of staff teams to advance initiatives.

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### **Qualifications**

- A personal relationship with Jesus Christ and a desire to grow as a follower.
- A sense of calling to serve with Inter-Varsity Christian Fellowship of Canada.
- Willingness to raise personal ministry support for the work of Inter-Varsity.
- Bachelor's degree in Business Administration, preferably with a major in Accounting.
- Three to five years of general accounting experience, including at least two years in a supervisory role.
- Strong verbal and written communication skills.
- Very strong analytical skills.
- Completion of the CPA designation or equivalent certification is preferred.
- Auditing experience is a definite asset.
- Experience working with charitable organizations or churches is an asset.
- Familiarity with Information Technology (IT) and its application to Accounting and Finance is an asset.

- Proficiency with Microsoft Office applications; spreadsheet mastery and experience with accounting software (e.g., Microsoft Dynamics Business Central) is an asset.

**Salary Level: 8**