



# The Chaplaincy Institute

*An Interfaith Seminary & Community*

## Accounting Manager - Job Description

**Purpose:** To provide effective, dependable, and efficient infrastructure from which to deliver our products and services to fulfill our mission.

### Responsibilities:

**Bookkeeping, financial management** - Processes accounts payable and receivable and payroll; coordinates student payment plans. Manages and reconciles cash accounts. Performs month-end and year-end close. Develops and implements accounting policies and procedures.

**Financial Reporting** - Develops and manages to operating budget and prepares forecasts. Prepares monthly financial statements and corresponding reports, including reports for Board and partners. Provides donor reports, as needed.

**Administration** - Responsible for key business relationships, regulatory compliance, HR administration for 8 employees. Manages office space, equipment, and supplies. Serves as backup to receptionist, as needed.

### Requirements:

- Three or more years' experience as a full charge bookkeeper through financial statements
- Accounting or related degree
- Understanding of non-profit fund accounting principles
- Experience with budgeting, forecasting, reporting, bookkeeping, financial management, and analysis
- Accuracy, attention to detail with strong time management skills
- Ability to work independently and adapt to changing priorities Excellent problem solver, decision-maker
- High level of customer service and oral and written communication skills
- Calm under pressure, professional, and dependable with an even disposition
- QuickBooks Online and Salesforce experience ideal

### Position Details:

- At-will professional and exempt full time position reporting to Executive Director
- 5 days a week in Berkeley office, 35 hour work week, office hours 9 am to 5 pm, M-F
- Annual paid time off and ChI tuition benefits

**Application Process:** Send cover letter, resume/CV, and salary history to: Vicki Weiland, Executive Director, The Chaplaincy Institute at [vicki@chaplaincyinstitute.org](mailto:vicki@chaplaincyinstitute.org).

### About The Chaplaincy Institute

The Chaplaincy Institute (ChI) is a nonprofit interfaith seminary with an annual budget of \$650K. ChI's **vision** is for a just world that honors the sacred connection of all. Our **mission** is to inspire and educate for innovative Interfaith service and spiritual care to heal and transform the world.

ChI is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by the federal, state or local law. For further information about ChI, please visit [www.chaplaincyinstitute.org](http://www.chaplaincyinstitute.org)