



POSITION ANNOUNCEMENT Senior Accountant

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. With over 2,200 students the University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Senior Accountant** for its Accounting Department on the Mount Vernon main campus. The position reports to the Controller and is available immediately, upon appointment of a successful candidate. The University pay grade for this position will be commensurate with qualifications and experience. A full complement of benefits are provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods.

Responsibilities for this position include:

- Reconcile bank statements and other financial accounts to ensure accuracy.
- Prepare and post journal entries and maintain general ledger accounts.
- Assist with month-end and year-end closing processes.
- Manage fixed asset accounting, including acquisitions, disposals, depreciation, reconciliations, and the fixed asset inventory.
- Provide grant accounting support by reconciling grant accounts and assisting with financial reporting.
- Support the annual external audit by preparing schedules, providing documentation, and responding to auditor requests.
- Ensure compliance with university policies, grant and donor restrictions, and applicable regulations.
- Identify process improvements and assist with implementing new accounting systems or procedures.
- Perform other duties as assigned by the Controller.

Expectations for the successful candidate:

- Evangelical Christian confession of faith and experience
- Bachelor's degree in Accounting or Finance or equivalent experience
- 3-5 years of accounting experience, preferably in a non-profit organization
- Strong understanding of Generally Accepted Accounting Principles (GAAP)
- Experience preparing complex account reconciliations
- Proficiency in Microsoft Office Suite, especially Excel
- Excellent analytical, organizational, and problem-solving skills
- Strong attention to detail and accuracy
- Knowledge of Uniform Guidance and Single Audit requirements preferred
- Ability to work independently and as part of a team
- Ability to maintain strict confidentiality of sensitive financial, personnel, and institutional information

Organizational Expectations

All employees must uphold Church of the Nazarene values, including prayerful dependence, humble posture, collaborative work, and a growth mindset. Characteristics such as cooperation, accepting direction, punctuality, and openness to feedback are essential.

To be considered for this position, please email a resume to mvnu.recruiting@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.