

Application for
Lead Accountant



Lead Accountant

OVERVIEW

The TeenPact Lead Accountant plays a vital role in maintaining the financial health of our organization and reports to the VP of Operations. This position involves various accounting and financial management tasks, ensuring accurate and timely recording of financial transactions, budget management, and compliance with relevant regulations.

ROLE INFORMATION

Title: Lead Accountant

Supervisor: Vice President of Operations

Status: Part-Time

Location: Strong preference for the TeenPact National Office in Richmond, VA, but will consider remote working arrangements

Start Date: January 2024

Time Commitment: Est. 20 Hours/Week

Compensation: Information is provided upon request to Chris May, chris.may@teenpact.com

RESPONSIBILITIES

Financial Record Keeping

- Maintain accurate and up-to-date financial records, including income, expenses, and assets.
- Process accounts payable and receivable, ensuring timely payments and collections.
- Reconcile bank statements, check payments, credit card transactions and other financial accounts.

Budget Management

- Assist in the development of the annual budget in collaboration with senior management and the board.
- Monitor budget vs. actual performance and provide regular reports to management.
- Make recommendations for budget adjustments as needed.

Financial Reporting

- Prepare regular financial reports, including income statements, balance sheets, and cash flow statements.
- Provide financial reports to the board, donors, and other stakeholders as required.

Grant and Fund Accounting

- Track and manage funds from grants, donations, and other sources.
- Ensure compliance with grant requirements and reporting.
- Assist in grant proposal budgeting and reporting.

Tax and Regulatory Compliance

- Ensure compliance with all applicable tax regulations and reporting requirements for non-profit organizations.

Auditing and Financial Controls

- Assist in annual financial audits and coordinate with external auditors.
- Implement and maintain internal financial controls to safeguard the organization's assets.

Financial Planning and Analysis

- Analyze financial data to provide insights for strategic decision-making.
- Identify opportunities for cost savings and revenue generation.
- Eventually work with other departments to identify targets and measure key performance indicators culminating in an overall organizational health scorecard.

Payroll and Benefits Administration

- Manage payroll processes and ensure accurate and timely payment of employees.
- Explore potential solutions to administer employee benefits, such as retirement plans and healthcare.

Technology Assessment

- Explore potential technology and software solutions to automate tracking, execution, and analysis of TeenPact's revenues and expenses.

EXPECTATIONS

- **Ministry Alignment:** Affirm the vision, mission, and values of TeenPact Leadership Schools including training youth to understand the political process from a conservative perspective.
- **Servant Leadership:** Serve, all-in, together with our National Office Team, to advance the vision, mission, and values of TeenPact Leadership Schools.
- **Ministry Relations:** Build trusting relationships with employees, volunteers, and other key stakeholders.
- **Spiritual Health:** Maintain spiritual health and pursue spiritual growth by regularly attending a local church and sharing life with a Christian community.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field
- Experience in accounting or financial management
- Proficiency in accounting software and financial management tools
- Strong analytical, organizational, and communication skills
- Attention to detail and high ethical standards
- *TeenPact event participation and/or volunteer experience preferred*

Please attach a resume with the following information or fill out each section below.

CONTACT INFORMATION

Please provide your most up-to-date information for us to communicate with you regarding your application.

FULL NAME: _____ **DATE:** _____

EMAIL ADDRESS: _____ **PHONE:** _____

MAILING ADDRESS: _____

EDUCATION

Please provide applicable education history, including names of schools, degree programs, or courses of study.

PROFICIENCIES

Please list applicable skills or experience that you believe would support your ability to fill this position excellently.

REFERENCES

Please provide 2-3 references who we can contact for further information and feedback regarding your qualification, competency, and character as needed. Please include their name, title, relationship, and contact information.

PERSONAL INVESTMENT

Please attach a document with short essay responses (min. 50 words each) for the following topics.

- Describe your desire to serve in a ministry capacity with TeenPact.
- Describe your experience with accounting or financial management.
- Describe what aspects of this opportunity interest you most.