

Senior Accountant

The Senior Accountant provides hands-on technical accounting support directly to the Controller, maintaining general ledger accounts for gifts, investments, and the endowment, preparing journal entries and reconciliations, and supporting the annual audit. This is an individual-contributor role: it does not supervise staff and does not own cash or treasury management, making it a leaner alternative to an Assistant Controller position.

At Gordon College, we believe students should be equipped to flourish in an uncertain and changing world. Here, career-focused academics blend with a life-giving faith community to prepare students to make a difference in the world with hope and confidence. When you work at Gordon, you join in this critical mission alongside colleagues defined by a commitment to excellence and to Christ.

Your Role at a Glance

Reports to:	Controller
Direct Reports:	Potentially managing student workers
Department:	Finance and Business Services
FLSA Status:	Full-time, Exempt
Location:	Mostly onsite, with some hybrid flexibility
Salary Range:	80,000 – 100,000

Position Summary

Under the direction of the Controller, the Senior Accountant maintains and monitors general ledger accounts, with particular focus on gifts, grants, investments, and the endowment. This role prepares journal entries and account reconciliations, supports month-end and year-end close, and assists the Controller with preparation for the annual audit. The Senior Accountant works closely with Advancement to ensure gifts are recorded accurately and in line with donor intentions, and with investment advisors and fund managers to ensure the endowment is properly valued and accounted for. This role also develops and maintains a recurring schedule of financial reports, including P&L, cash flow, balance sheet, projections, and multi-year planning schedules, delivered to the Controller and CFO as required.

Your Essential Responsibilities Will Include

General Ledger & Close Support

- Prepare and post journal entries for month-end and year-end close.
- Perform monthly reconciliations of assigned general ledger accounts, researching and resolving discrepancies.
- Support the Controller with close-cycle deadlines and the preparation of supporting schedules.

Endowment, Grants, Gifts & Investment Accounting

- Maintain and reconcile general ledger accounts related to grants, gifts, investments, and endowment.
- Partner with Advancement to ensure gifts are recorded accurately, on a timely basis, and in line with donor intentions.
- Work with investment advisors and fund managers to ensure endowment activity is appropriately valued and accounted for.
- Working in conjunction with external sponsored programs, onboard, audit and prepare grants budgets, expenses timelines. Continue to monitor and oversee grant activity on each grant fund.

Audit & Compliance Support

- Assist the Controller in preparing financial statements, footnotes, and supporting schedules for the annual audit.
- Compile documentation and respond to auditor requests within assigned accounting areas.
- Support 990 and Single Audit preparation as assigned.

Reporting & Schedule Development

- Develop and maintain a recurring reporting schedule for financial deliverables to the Controller and CFO, ensuring reports are complete, accurate, and delivered on time.
- Prepare and deliver core financial reports as required, including but not limited to profit & loss (statement of activities), cash flow statements, balance sheet (statement of financial position), and supporting schedules.
- Prepare cash, revenue, and expense projections, and support multi-year financial planning.
- Prepare budget-to-actual variance reports and other recurring management reports as assigned.
- Support preparation of financial reporting packages for the Board of Trustees and other governance reporting needs.
- Maintain documentation of report definitions, data sources, and refresh schedules so reporting stays consistent and audit-ready over time.

General Support & AI Adoption

- Take on additional accounting assignments from the Controller as priorities shift.
- Look for opportunities to use college and Controller approved AI-assisted tools to streamline reconciliations and reporting, and share effective practices with the team.

You Bring These Skills, Knowledge, and Abilities

You love what you do and want to collaborate and grow with a team that is passionate about creating an environment where employees and students can thrive. Additionally, you have:

- Bachelor's degree in Accounting, Finance, or a related field required.
- 3–5 years of accounting experience, preferably in a higher education or non-profit environment; gift or endowment accounting experience a plus.
- Working knowledge of GAAP and nonprofit/fund accounting.
- CPA or progress toward CPA a plus, though not required.
- Proficiency with financial/ERP software and advanced Excel; Workday experience a plus as the College transitions in FY27.
- Strong attention to detail and organizational skills; comfort managing multiple recurring deadlines.
- Comfort using AI-assisted tools to streamline reconciliations and reporting, or a strong willingness to learn.
- Must profess faith in Jesus Christ as Lord; must accept Gordon's Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon's Statement of Life and Conduct; and must work to advance Gordon's mission through this position.

Benefits

- Health, dental, and vision insurance
- Generous paid time off and 12 paid holidays a year
- Free access to the Bennett Athletic Center on campus
- Life insurance
- Relocation assistance

- Retirement plan
- Tuition remission for employees, spouses, and dependents
- 50% discount on food and beverages at any Dining Services location

FLSA Status: Exempt

Mission Statement:

Gordon College strives to graduate men and women distinguished by intellectual maturity and Christian character, committed to lives of service and prepared for leadership worldwide.