



Accountant

JANI Headquarters - Fort Wayne, Indiana

COMPANY SUMMARY:

Junior Achievement of Northern Indiana's (JANI) purpose is to inspire and prepare youth to achieve economic freedom through financial literacy, work and career readiness, and entrepreneurial experiences.

JANI seeks candidates that are passionate in their work, committed to excellence, have a high level of integrity, value relationships, and believe in the power of collaboration.

POSITION:

We are looking for a detail-oriented and experienced Accountant to join our team. In this role, you will perform a variety of accounting functions and provide insightful financial analysis that supports informed decision-making. You will also be responsible for maintaining accurate financial records, preparing financial statements, and assisting with the annual audit.

This is an in-person position located in Fort Wayne, requiring 32–40 hours per week.

PRIMARY RESPONSIBILITIES:

- Responsible for accounts payable, general ledger, and accounts receivable in accordance with JANI's policies and procedures.
- Process bills for payment assuring appropriate approvals
- Process deposits promptly and in accordance with internal control procedures.
- Manage general ledger accounting, including journal entries and account reconciliation
- Prepare and analyze financial statements
- Conduct bank reconciliations and cash flow analysis to ensure accuracy of financial data
- Support budgeting, forecasting, and financial planning activities
- Utilize excel and accounting software, Sage Intacct, for daily operations
- Assist with preparation for annual external audit
- Performs other responsibilities and special projects as directed
- Participate in Junior Achievement (JA) programs periodically to promote professional growth and understanding of JA
- Attend and participate in staff meetings and assigned Board / Committee meetings.
- Maintain a positive attitude, demeanor, and behavior.

SKILLS:

- Strong knowledge of accrual accounting, debits & credits, and financial concepts.
- Ability to perform account reconciliation, bank reconciliation, and financial analysis accurately and efficiently
- Ability to manage multiple priorities
- Ability to work in a team environment
- Self-motivated
- Excellent communication skills
- Strong problem-solving abilities
- Organized and detail oriented
- Proficiency with accounting software and excel

EDUCATION/EXPERIENCE:

- A Bachelor's degree in accounting or a related field or 4+ years of experience
- Prior experience working in Accounting preferred

Please email cover letter with resume or direct any questions about the position to:

Andrea Van Wyngarden | Controller
Junior Achievement of Northern Indiana
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260.484.2543 | jani.org