

Accounting Manager – Part Time

The Veritas Forum is a fast-growing, strategic ministry that partners with Christian thought leaders, professors, campus ministries, and students to engage universities and the broader public with the ideas that shape our lives.

The Manager, Accounting will oversee Veritas Forum's outsourced accounting firm, ensuring the firm's bookkeeping, accounts payable/receivable, and reconciliation work is accurate, timely, and aligned with organizational policy. This is an oversight and review role rather than a hands-on data-entry role: the outsourced firm records transactions and enters invoices, while the Part-Time Accountant reviews, approves, and manages that work.

This role reports directly to the Senior Director of Finance and offers a remote schedule of 15–20 hours per week. The hours and weekly schedule are flexible and will be determined with the candidate before the start of the role.

Key Responsibilities

Oversight of Outsourced Accounting Firm

- Serve as Veritas Forum's primary point of contact and day-to-day liaison with the outsourced accounting/bookkeeping firm
- Review and approve transactions, vendor invoices, and payments processed by the outsourced firm before they are finalized
- Monitor the accuracy, completeness, and timeliness of bookkeeping, AP/AR, and reconciliations performed by the outsourced firm
- Review monthly bank and credit card statements and review any reconciliations prepared by the outsourced firm
- Enforce internal controls and approval workflows governing the outsourced firm's work
- Identify, escalate, and resolve discrepancies or errors in the outsourced firm's work
- Manage the working relationship with the outsourced firm, including scope of work, deliverables, and deadlines

Additional Support

- Review and approve month-end and year-end close packages prepared by the outsourced firm
- Review and help prepare financial reports for the Senior Director of Finance

- Oversee tracking of restricted and unrestricted funds in line with nonprofit accounting practices
- Coordinate with the outsourced firm to prepare documentation for the annual audit and tax filings (e.g., Form 990)
- Identify and recommend improvements to accounting processes, internal controls, and the outsourced firm relationship

Work Experience & Skills

REQUIRED

- Be a mature and growing Christian whose passion for Christ should be grounded in the regular disciplines of Bible study, prayer, and fellowship with other believers in the context of a local church and be evidenced by the fruit of the Spirit in their lives.
- Genuine team player who is humble and loves working in a low-ego, high-trust work culture.
- Sincere enthusiasm for the mission of The Veritas Forum.
- 2+ years of accounting experience
- Strong working knowledge of bookkeeping, AP/AR, and reconciliation processes, sufficient to review and catch errors in work performed by others
- Proficiency with accounting software and Excel/Google Sheets
- Strong attention to detail and comfort holding an external vendor accountable to deadlines and quality standards
- Solid understanding of GAAP and nonprofit fund accounting principles
- Discretion with confidential financial information
- Good written and verbal communication skills

PREFERRED

- Associate's or Bachelor's degree in Accounting or related field preferred
- Experience overseeing or working closely with an outsourced or third-party accounting provider
- Nonprofit accounting experience
- Experience using Quickbooks Online
- Familiarity with [Bill.com](https://www.bill.com/), Expensify, Airtable, Asana

Position Overview

Status | Non-exempt salary, Part Time (15-20 hours per week depending on candidate)

Location | United States — Remote (Eastern Time work hours)

Travel Requirement | None

Benefits & Compensation

This role includes vacation days, sick days and paid company holidays. It does not qualify for medical and related benefits.

Next Steps

Interested applicants can apply [here](#). If you have any questions, please email us at jobs@veritas.org.

About Veritas

The Veritas Forum partners with Christian thought leaders, professors, and campus fellowships to support the intellectual credibility of Christianity in the university and the broader public sphere. Veritas is propelled by an ambitious vision to see universities become places where the big questions asked by students are not the reason they lose their faith, but the reason they find it.

Driving this vision are three core pillars of work: campus dialogue, community formation, and content engagement. We come alongside students, faculty, and campus ministers to help create Forums on university campuses around the world that invite intellectually curious students and scholars to explore life's big ideas. In support of this work, we connect, form, and train networks of students and faculty leaders who carry on the conversations through journals and scholarship, and we extend the conversations to global audiences through digital media.

The first Veritas Forum took place at Harvard in 1992. Today, nearly 200 universities across the United States, Canada, Europe, and Asia have hosted Forums, which have engaged over 800,000 students, faculty, and university community members.

Our Name

“Veritas” is the Latin word for truth—and a word commonly found in university mottos; it refers to our belief that truth can be sought and found. “Forum” refers to our commitment to creating spaces where ideas can be openly shared and discussed.

Our Beliefs

We are grounded and motivated by the historic Christian faith that seeks to love God and neighbor. We affirm the Nicene Creed and are ecumenical and invitational in our approach.