



EMPLOYMENT OPPORTUNITY

Accountant

“Love is the core energy that rules everything...”

...love is the one ingredient that holds us all together.” The words of our founder, John E. Fetzer, inspire us in carrying out our mission of **helping to build the spiritual foundation for a loving world.**

Our mission is both aspirational and inspirational. We are persuaded that at this critical moment in human history, a spiritually grounded transformation from separation and fear to wholeness and love is both the next big step forward in humanity’s spiritual journey and the only force powerful enough to save us from doing grievous harm to ourselves and the planet that sustains us. Our spiritually inclusive community of staff and trustees is grounded in love and hope, and committed to supporting a global transformation from fear and separation to wholeness and love.

We are seeking a qualified accountant to support the Institute’s Finance team.

The Fetzer Institute: Who We Are and What We Do

We are a growing community of people who see we’re part of something more. We know that bold love can be a powerful force for good in the face of fear, anger, division, and despair. And we believe the connection between the inner life of spirit and outer life of service and action holds the key to lasting change.

At Fetzer, we work for personal and societal transformation—encouraging the spiritual growth of all people and advancing inclusive communities and institutions around the world.

We envision a world where everyone feels a sacred sense of connection to ourselves, each other, and our planet.

If this work appeals to you, read on.

Accountant: A Typical Day

As part of our Finance team, you will assist in maintaining the Institute’s accounting and records management systems and record, verify, and consolidate financial information, including:

- processing accounts payable, expense reports, grants, and matching gifts;
- managing processes associated with 1099/1042 filings;
- performing monthly and annual accruals and amortization of pre-paid expenses, recording journal entries, and reconciling ledgers;
- administering the corporate travel and purchasing card programs, including maintaining the business travel and expense management system and serving as liaison with the Institute’s travel agent;
- maintaining our fixed asset inventory system;
- assisting in the preparation of financial reporting and filing annual tax returns;
- collaborating with the Finance team and department managers in preparing the annual budget;
- supporting the annual audit;

- participating—with staff and guests—in learning experiences that foster spiritual exploration and personal growth; and
- serving on cross-functional teams and committees as requested.

We invite applications from candidates who have:

- a bachelor's degree in Accounting or business-related field or an equivalent combination of education and experience;
- strong quantitative and analytical skills;
- knowledge of spreadsheet software;
- strong accuracy and attention to detail;
- demonstrated initiative; and
- a team-oriented work style emphasizing inclusiveness, collaboration, and flexibility.

What It's Like to Work at the Institute

Collaboration, teamwork, dialogue, and deep listening are at the core of how we work. Many meetings begin with a reflection, which might include an embodied or contemplative practice, sharing a poem or short video, or inviting a few moments of centering silence. Our way of working aspires to reflect our organizational values of love, trust, authenticity, and inclusion. We recognize that we all have different spiritual paths and strive to honor this diversity—with humility and joy—in our daily work together.

What We Offer

- an opportunity to contribute to an inspiring mission in an environment that supports personal and societal transformation
- a competitive salary
- a benefits package that supports the whole person, mind, body, and spirit, including
 - medical, dental, and vision coverage
 - contributions to a retirement savings account
 - paid time off
 - life insurance and income protection
 - life-long learning in the form of personal and professional development
 - workplace wellness program

We Want to Hear from You

We invite qualified candidates to send a letter of interest and résumé via email (preferred) or mail, to:

Email us at: [Fetzer Institute Human Resources](#), referring to “job618” in the subject line, please.

Mail:

Human Resources
9292 West KL Ave.
Kalamazoo, MI 49009

Preference will be given to applications received by July 15, 2018, though this position will remain open until filled.