

JOB DESCRIPTION

TITLE: **Staff Accountant**
REPORTS TO: **Director of Finance**

RESPONSIBILITIES:

A: ACCOUNTING

- Responsible for all accounting functions including, but not limited to A/P; processes all invoices, disbursement requests, and stipends for payment.
- Maintains accounting records.
- Performs monthly general ledger and bank reconciliations; assists in the resolution of discrepancies between the bank statement and the general ledger.
- Reconciles variances, company credit card transactions, gathers supporting documentation and prepares monthly journal entry to allocate costs.
- Reconcile the Accounting records with the Advancement records.
- Works collaboratively with internal departments, and external partners to resolve any accounting issues.
- Prepares information for financial statements.
- Supports the Director of Finance with payroll, and in a variety of fiscal and accounting tasks.

B: TO ACHIEVE PARISH MISSION

- In collaboration with the Pastor and all the members of the parish staff, helps create an environment that will enhance the community's experience of the presence of God and bring about the spreading of the Gospel message. Is guided by the Gospel, the Parish Mission Statement, and the Spirituality of St. Francis De Sales.
- Demonstrates a dedication to professional development.
- Provides for one's own continued growth and understanding of the Spirituality of St. Francis De Sales and St. Jane de Chantal.
- Performs other tasks that further the objectives and purpose of the position and Our Lady of Good Counsel in its mission to enhance the spirituality and greater good of all.
- Conduct all business with utmost discretion and confidentiality.

Staff Accountant

QUALIFICATIONS

- Bachelor of Science degree in accounting required.
- Three plus years of work experience in the accounting field.
- Proficiency with QuickBooks, and Microsoft Office.
- Ability to work collaboratively with Mission Leaders.
- Attention to detail a must.
- Possesses strong organizational and time management skills.
- Familiarity with Blackbaud, Parish Data System (PDS), Faith Direct, and Dayforce a plus.
- Working knowledge and experience in a church and school setting a plus.
- Fingerprint/Background Clearance.