



POSITION TITLE: **Accounting Generalist (Mid / Senior Level Accounting)**

DEPARTMENT: **Finance Office**

FLSA STATUS: **Exempt**

REPORTS TO: **CFO**

ORGANIZATIONAL SUMMARY:

Jesuit High School (JHS) is a Catholic, college preparatory school in the Jesuit tradition. Located on the border between Portland and Beaverton, Oregon, JHS is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do well whatever you do"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking people who have the ability and desire to help our school community work toward our goal of preparing "men and women for others."

POSITION SUMMARY:

The Accounting Generalist is a Finance team role which will have a broad range of responsibilities such as transaction and documentation creation using Sage Intacct, responsibility for tracking and entering revenue transactions into Intacct, entity transactions and reconciliations, audit preparation, and other accounting & finance related activities in a non-profit organization.

RESPONSIBILITIES:

- Researching and preparing transaction entries and documentation for revenue and expenses - responsible for complex and many revenue/expense streams
- Preparing general journal entries for payroll in Sage Intacct
- Entity transactions, reconciliations, and preparing general journal entries in Sage Intacct
- Account reconciliations and resulting general journal entries
- Pledge reconciliations between two systems
- Audit preparation for annual audits
- Ad-hoc projects
- Anything other duties as assigned by the CFO



EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Bachelor's Degree in Accounting, Business Administration, or related field
- 5+ years' experience in accounting, ideally with not-for-profit organization preferred. Strong knowledge of debits and credits required.
- Strong knowledge of accounting best practices, documentation, separation of duties, and GAAP
- Service attitude, ability to interface well with the team
- Ability to "get the work done" in a high-performing, efficient team
- Team player, willingness to do work at all levels, from scanning to journal entries to account reconciliations
- Experience working in a mid/large accounting platform, such as Sage Intacct, Oracle, or SAP
- Ability to lift a 20-pound box (e.g. paperwork)
- CPA or CMA a plus

COMPENSATION:

Compensation for this role depends on accounting knowledge level, experience with systems, etc. This role is an exempt, full-time position.

If you are interested in this role or any other positions with Jesuit High School, please submit a cover letter and resume to hiring@jesuitportland.org.

Notice of Non-Discrimination: Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.