



13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

Position Title: Staff Accountant

FLSA Status Exempt (Full-Time) **OR** Part-Time (25-29 hours a week)

Reports to: Controller

About Us

The Orange Catholic Foundation serves the Roman Catholic community of Orange County through philanthropy and stewarding funds to protect and support ministries which further our beliefs and values in loving service to God. The Foundations vision is: Relying on the Holy Spirit, the Orange Catholic Foundation is the vibrant center of philanthropy for the Roman Catholic community of Orange County, helping to sustain and enhance the faith life of all those it serves.

The Orange Catholic Foundation (OCF) is an Independent 501(c)(3) corporation that was formed in Orange County to serve the Catholic community. The Foundation helps support individuals, families, corporations, and family foundations with their charitable giving. OCF plans and conducts major fundraising programs and events, including the annual Conference on Business & Ethics, Estate Planning Seminars, an annual gala and other special fundraising events. The Foundation manages endowments and other charitable long-term funds, providing grants, always following donor intent, in support of our Catholic community.

Summary /Objective

The Staff Accountant will support the Accounting team in such areas as: accounts payable, accounts receivable, deposits, filing, general ledger accounting, and reconciliation of accounts. This candidate must be detail oriented, precise and accurate. In addition, this candidate must be knowledgeable of spreadsheets and be able to create templates and have computer and information system knowledge.

Essential Function

- Serves as confidential assistant to the Philanthropy team
- Process Accounts Payable ("AP") including vendor invoices, credit card charges and expense reports; obtain proper approvals, code and enter into accounting system.
- Prepare weekly AP invoice report for review before check printing process and print computer checks, bank drafts and other forms of disbursements. Prepare positive pay listing of disbursements and upload to the bank.
- Maintain vendor file; obtain W-9s and assist with annual 1099 processing.
- Prepare checks for deposit; determine appropriate bank account for deposit; scan checks using a remote deposit scanner.
- Update monthly investment schedule; prepare and enter journal entries to record gains/losses, investment income and advisory fees.
- Monitor, journal and record recurring banking activity; Assist with monthly bank reconciliations.
- Identify, reconcile and record credit card processing fees.
- Help maintain the filing system of financial transactions and electronic documents.
- Prepares annual, quarterly or monthly disbursement letter to accompany payments sent to beneficiaries.
- Assist with the monthly reconciliation of bank accounts, balance sheet accounts; Fund account balances and other accounts as necessary.

- Update and maintain general ledger supporting schedules in Excel; assist with the preparation of annual audit schedules.
- Assist with maintaining and updating accounting financial templates, forms, materials, and documentation.
- Supports the Controller and Senior Accountant
- Contribute to the overall effectiveness of Orange Catholic Foundation by completing all other tasks as assigned.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Education/Experience/Skills:

- Comparable personal/executive assistant/customer service experience desirable.
- Requires at least a Bachelor's Degree in Accounting.
- Minimum of 3 years of accounting experience in a non-profit organization is strongly preferred.
- Understanding and knowledge of Generally Accepted Accounting Principles (GAAP).
- Excellent written and verbal communication skills.
- Knowledge of Blackbaud Financial Edge and experience with Blackbaud Raiser's Edge and Blackbaud NXT products is a plus.
- Must be computer literate, resourceful, organized, results oriented and a self-starter.
- Ability to deal effectively and professionally with a variety of persons and is a team player.
- Advanced skills in Microsoft Excel with experience using and creating macros, pivot tables, v-lookups, charts, graphs, or any other advanced excel formulas and functions is a plus.
- Have an understanding of Catholic Church ethics, traditions, procedures and organizational structures and interest in working in such environment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position Type/Expected Hours of Work/Compensation

In order to secure the best candidate this position is flexible as full-time or part-time.

The full-time position offers a salary of \$60,000-\$65,000 plus benefits, depending on qualifications and experience. Days and hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m.

The part-time position offers an hourly rate ranging from \$30.00-\$32.50 an hour, depending on qualifications and experience, working from 15-29 hours a week. The specific days and hours of work will fall within Monday through Friday, 9:00 a.m. to 5:00 p.m. at the agreed upon work schedule.

Evening and weekend work may be required as job duties demand regardless of full-time or part-time.

If you have the skills, experience and want to help advance the mission of the Orange Catholic Foundation, we'd like to speak with you. Please send your cover letter and resume to Maribel Retana at MRetana@OrangeCatholicFoundation.org.