

## **JOB DESCRIPTION**

St. Edward the Confessor

**Approved By:**

**Date:**

**POSITION TITLE:** Staff Accountant

**FLSA STATUS:** Non-Exempt

**DEPARTMENT/PROGRAM:** Parish/Finance

**REPORTS TO:** Senior Business Manager or assigned supervisor

**SUPERVISORY RESPONSIBILITY:** N/A

**INTERNAL/EXTERNAL CONTACTS:** All internal Parish staff and vendors. Parish staff includes St. Edward the Confessor Catholic Church, San Felipe de Jesus Chapel, and the Parish School at St. Edward.

**PRIMARY PURPOSE**

To perform day-to-day accounts payable, payroll, accounts receivable and other accounting related tasks for the Parish.

**QUALIFICATIONS & EXPERIENCE**

**REQUIRED**

- Bachelor's degree in Accounting or Finance or equivalent training/experience.
- Minimum of three years of accounting experience, preferably in a parish or non-profit setting
- Required knowledge of accounting principles including Generally Accepted Accounting Principles (GAAP).
- Proficient in Sage 50 Accounting (or other similar accounting software), Microsoft Office, especially Excel
- Must be organized, results-oriented, attentive to detail and accuracy, as well as be able to make decisions independently
- Excellent written and verbal communication skills along with professional demeanor
- A team player who has the ability to deal effectively and professionally with a variety of people
- Ability to maintain strict confidentiality

**DESIRED**

- Experience with accounting for multiple entities
- Experience in payroll processing and familiarity with IOI Online Payroll software
- Experience with online giving management system

**PHYSICAL REQUIREMENTS**

Normal office environment.

## **ESSENTIAL FUNCTIONS**

### Major Position Responsibilities and Regular Duties

- Process accounts payable related tasks (check requests, expense reimbursements, credit card support input, printing of checks or ACH transaction support)
- Maintain the integrity of financial data; reconcile general ledger accounts and intercompany transactions
- Manage accounts receivable functions
- Assist Finance Manager in analyzing and reconciling general ledger accounts
- Assist Finance Manager with month-end closing financial analysis and year-end closing, conduct research and process journal entry correction for any account discrepancies or misclassifications
- Process payroll for Parish staff
- Manage vendor relations and maintain 1099 documentation
- Prepare bank deposits and supporting deposit documentation
- Other accounting duties as assigned