****

**POSITION DESCRIPTION**

**Job Title**: Senior Accountant

**Reports to:** Director of Business Services

**Position Summary:**

This position assists the Director of Business Services and as such backs up the key tasks associated with that position. In addition to monthly accounting functions, the Senior Accountant takes a lead role in the review and preparation of the monthly financial statements, fund accounting for all investments and school choice and financial audits. In this small, non-profit business, the position is the back up for all key positions.

**General Duties/Responsibilities:**

**Accounting Functions**

* Responsible for month-end close procedures for SMCS operational accounts; monitor accounts and budget goals; documentation is filed for future reference by auditors
* Assists with preparation of financial statements
* Prepares month-end review of donations and investment accounts; assure proper fund accounting procedures are followed, reports prepared and distributed according to established guidelines
* Assists with financial and school choice audits to ensure compliance
* Reviews accounts payable and receivable sub-ledgers and reconcile to general ledger account balances
* Provides research and resolution support for accounting-related problems
* Prepares month-end review of volunteer-driven activity accounts; distribute reports to staff and volunteer leaders who work with accounts; assist with problems
* Assists with the development and documentation of business processes and accounting policies; suggest ways to improve efficiencies
* Acts as lead person for the business office in relation to system fundraising activities which may involve occasional night and/or weekend support

**Business Services Support**

* Back-up to key business services functions
* Payroll
* Scrip
* Fund raising & software management
* AP/AR
* Tuition and tuition assistance
* Bank reconciliations
* Other duties as assigned

**Qualifications:**

* Bachelor’s degree in accounting or finance strongly preferred but will consider associate degree.
* Five+ years relevant experience, non-profit setting a plus
* Advanced experience in Microsoft Excel; experience in accounting software applications and database management
* Must comply with Diocesan Safe Environment Compliance requirements

**Knowledge, Skills and Abilities:**

* Solid knowledge of basic and advanced accounting and financial principles and practices preferably in a non-profit setting.
* Strong analytical skills; ability to analyze financial data including the creation of spreadsheets, explaining variances, identifying issues and making appropriate recommendations
* Proven problem solving skills; understands workflow, systems and importance of sustainable solutions
* Exemplifies excellent organizational and time management skills; ability to work productively with management to establish and modify always-changing priorities to meet critical deadlines
* Ability to create synergy in a donor/volunteer environment where exceptional communication, cooperation, flexibility, proactive thinking and constant process improvement is expected
* Ability to maintain confidentiality and appreciate responsibility of processing restricted data
* Demonstrates a strong customer-service mindset for both internal and external customers

**Christian Commitment:**

* Role model and witness to a Christian lifestyle
* Promote a positive, charitable spirit and nurture a Christian environment within the school community.

*I accept the above responsibilities and by signature indicate my willingness to* *participate in implementing the values of the faith community. I can perform the above duties with or without reasonable accommodations.*

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_