



POSITION DESCRIPTION

Job Title: Senior Accountant
Reports to: Senior Director of Operations

Position Summary:

This position assists the Senior Director of Operations 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.

Duties and Responsibilities:

Accounting Functions

- Assist in the month-end close process. Including preparing and posting monthly journal entries in Financial Edge
- Assist with the processing of semimonthly payroll using Paylocity and posting payroll entries in Financial Edge
- Reviews weekly check processing and monthly reconciliation of accounts payable and receivable sub-ledgers
- Reviews financial documents for accuracy and proper classification
- Prepares month-end review of volunteer-driven activity accounts; distribute reports to staff and volunteer leaders who work with accounts; answer questions
- Assists with preparation of financial statements
- Assists in the preparation of annual financial and school choice audit workpapers
- Assists with the development and documentation of business processes and accounting policies
- Acts as lead person for the business office in relation to system fundraising activities which may involve occasional night and/or weekend support
- Provides research and resolution support for accounting-related problems
- Provide support to other business services functions such as: Scrip, fund raising & software management, AP/AR, tuition & tuition assistance, other duties as assigned.

General Duties/Responsibilities:

- Ensure that all sensitive and potentially sensitive information is kept confidential.
- Participate with other staff in promoting good teamwork.
- Recommend measures to improve methods, performance and quality of product or service, and suggest changes in working conditions to increase efficiency.
- Provide logistical support to the Senior Director of Operations for the Finance Committee by taking minutes at the meetings.

Knowledge, Skills, & Abilities:

- Bachelor's degree in accounting or business.
- At least three years relevant experience, non-profit setting a plus
- Solid knowledge of basic and advanced accounting and financial principles and practices preferably in a non-profit setting.
- Advanced experience in Microsoft Excel; experience in accounting software applications and database management, preferred Blackbaud Financial Edge experience
- Superior math, analytical, problem-solving, and organizational skills.
- Excellent written and oral communication skills.
- Ability to work both independently and with cross-functional teams.

- Ability to manage multiple projects and interruptions while maintaining a professional decorum.
- 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.
- Must comply with Diocesan Safe Environment Compliance requirements

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: _____