

## Senior Accountant

This position is a full time, 12 month position and reports to the Director of Business Operations. The Senior Accountant is responsible for the day to day, monthly, quarterly and annual accounting and reporting of the school's financial operations, including preparation of forecasts, variance analyses, reconciliations, monthly and annual financial statements, annual budget, maintenance of the chart of accounts and general ledger, proper recording of all financial activity in the general ledger, all on a basis consistent with good business practices and accepted accounting standards. This position will also help oversee and support the coding of general ledger transactions with the AP Specialist, AR/Payroll Specialist, and cost center managers throughout the school.

### QUALIFICATIONS

- Strong belief in the viability of Catholic education and mission of the school
- Bachelor's degree in accounting or business administration with an emphasis in accounting
- Strong professional background in accounting, finance and business operations
- Demonstrates successful knowledge and experience in non-profit organizations; experience in an educational setting preferred
- Demonstrates competency with QuickBooks, Excel, Outlook, Word, and a willingness to learn new software systems (FACTS experience preferred)
- Demonstrates experience in payroll procedures and oversight
- Demonstrates a high level of interpersonal, collaborative, organizational skills
- Demonstrates excellent oral and communication skills

### RESPONSIBILITIES

- Preparation of monthly operating statements & budget variance reports, and reconciliation with departments to ensure accountability and accuracy
- Coordinate/perform compilation of financial data in preparation for the annual audit
- Keep accurate records of scholarship and endowment accounts
- Supervise accounts payable specialist and accounts receivable/payroll specialist with regard to general ledger coding
- Ensure ongoing accuracy of cash balances
- Review general ledger activity for proper account and class coding
- Complete all month-end closing activities, including journal entries, bank reconciliations, petty cash reconciliation and various account, variance and ad hoc analyses as needed and requested
- Account for and reconcile restricted and designated fund activity
- Ensure accurate recording and reconciliation of revenue and expense transactions from various auxiliary systems
- Cross train on payroll to provide critical back-up
- Prepare sale tax returns