



## **Accountant Job Description**

**Job Title:** Accountant

**Reports To:** Program Director

**FLSA:** Exempt; Full-time, with benefits

### **JOB SUMMARY**

Complete all bookkeeping and accounting tasks for the organization. Specifically collect, track, correct, and communicate the financial position of the organization. Record transactions, compile and analyze data, assist with budgets and financial forecasting

### **KNOWLEDGE & EXPERIENCE**

- Bachelor's Degree in related field preferred
- 3+ years of experience in Accounting preferred
- Knowledge of the teachings, doctrine, goals, mission and prayers of the Catholic Church.
- Adherence to the moral teaching of the Catholic Church
- Genuine desire to help the poor

### **DUTIES & RESPONSIBILITIES**

- Provide financial information to management by researching and analyzing accounting data.
- Prepare financial reports for management and for the Board of Directors, monthly, quarterly and yearly.
- Document financial transactions by entering account information.
- Recommend financial actions by analyzing accounting options.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Prepares payments by verifying documentation, and requesting disbursements.
- Comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Reconcile the company's bank statements and bookkeeping ledgers.
- Track budget
- Maintain ledger of fixed assets and calculate depreciation

- Receive and record donations via online, cash, check, and pledges
- Prepare bank deposits as needed
- Pay bills and provide reimbursements via online and check payment
- Ensure that all anticipated income is received
- Track missionary fundraising and pledges. Maintain frequent communication with the missionaries in relation to their fundraising efforts as needed.
- Track in-kind donations
- Perform bank reconciliation
- Work with ADP to process payroll and perform accounting duties
- Filing and remitting taxes and other financial obligations
- Perform year end 1099 tax forms and send donation tax receipts
- Prepare and file the 990 form
- Order and maintain accounting materials
- Answering accounting related emails and phone calls
- Assist Development Director with database and financial information as needed.
- In coordination with the Development director call and assist donors with their donation process.
- Other tasks as needed

## **SKILLS REQUIRED**

- Proficient in Excel, Microsoft Word, and Quickbooks Online
- Ability to organize, create and maintain office systems, and delegate.
- Very good teamwork skills
- Good communication skills both written and verbal

**Salary range:** \$46,000 - \$53,000