



Position Announcement: Staff Accountant

Summary: The Staff Accountant supports the Finance Department in managing the day-to-day financial operations of the congregation. This includes maintaining the general ledger, reconciling accounts, processing accounts payable and cash receipts, and preparing month-end and quarterly financial reports. This position requires a high level of accuracy, discretion and a working knowledge of nonprofit accounting. Preference will be given to candidates with experience in SAGE and SAGE Intacct.

Reports to: Chief Financial Officer

Schedule: Part-time, approximately 20 hours per week (non-exempt)

Location: Office is located in Sunset Hills, Missouri; Presence in the office is required.

Responsibilities:

- Cash receipts and petty cash
 - Accurately record and report all cash receipts.
 - Prepare and process bank deposits.
- Accounts payable
 - Enter vendor invoices into SAGE accounting software.
 - Process manual checks, ACH and EFT transactions weekly.
 - Manage weekly check runs and electronic payment processing.
 - Maintain recurring payable schedules.
 - Resolve vendor inquiries and discrepancies.
 - Oversee annual 1099 processing, vendor database upkeep and W-9 compliance.
- Corporate credit cards
 - Administer congregational credit card accounts for sisters and employees.
 - Monitor and resolve issues such as fraud or delayed payments.
 - Ensure timely payment of all departmental credit card balances.
 - Ensure credit card expenditures are properly coded to the correct accounting codes.
- Financial reporting
 - Lead the monthly and quarterly close processes.
 - Maintain and reconcile general ledger accounts.
 - Post and categorize transactions accurately.
 - Review investment reconciliation reports and post corresponding journal entries.
 - Prepare and enter necessary journal entries for all financial activity.
- Budgeting
 - Assist in preparing the annual congregational budget.
 - Prepare quarterly departmental budget reports and distribute them accordingly.

- Audit Support
 - Collaborate with external auditors and the CFO during the annual audit.
 - Prepare required schedules, reconciliations and documentation.
- General
 - Ensure compliance with internal policies, procedures and controls.
 - Maintain confidentiality and act with integrity at all times.
 - Perform other job-related duties as assigned.

Preferred qualifications:

- Proficiency in SAGE or SAGE Intacct (preferred) and Microsoft Office (Excel, Word)
- Strong attention to detail and organizational skills
- Ability to work independently and manage multiple priorities
- Excellent verbal and written communication skills
- Respect for and alignment with the values and mission of religious communities
- Ability to work in an environment with frequent interruptions while maintaining focus and accuracy

Desired education and experience:

- Associate's or bachelor's degree in accounting (or equivalent experience)
- Minimum of 2-4 years of accounting experience
- Experience in nonprofit accounting preferred

Compensation:

- Salary: \$29,000 - \$60,000, depending on education and experience
- Health, dental and vision insurance
- 15 paid holidays, three weeks of paid vacation annually
- Retirement contribution after one year of employment
- Parental and sick leave

Work Environment: This job primarily operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones and photocopiers.

Physical Demands: An employee must meet the physical demands described here to perform the essential functions of this job successfully. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to frequently stand, walk, use hands or fingers, handle or feel, and reach with hands and arms. Prosthetic devices may be used to ensure the position's requirements are met. The employee must frequently lift and/or move objects up to 10 pounds, including pushing and pulling. The employee must be able to self-transfer and move throughout the facility. The employee must be able to perform effectively with frequent interruptions and the mental and emotional stress of the position. Flexibility with the work schedule may be necessary.

Equal opportunity employer: Sisters of St. Joseph of Carondelet provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws.

To apply: Please send a cover letter and resume to info@csjcarondelet.org. Applications will be accepted until the position is filled.