

Staff Accountant

OLV Charities

POSITION SUMMARY

The Staff Accountant completes all day-to-day OLV National Shrine accounting transactions (AP, AR, cash deposits, reconciliations, and general ledger entries). Additionally, is responsible to complete month end interim reports, and collaborates with the OLV Charities CFO, OLV Charities Senior Financial Analyst, OLV National Shrine & Basilica Pastor and the OLV Elementary School Principal to compile and report on the OLV National Shrine budget. The Staff Accountant completes all year-end reports for OLV National Shrine & Basilica.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitor and manage cash flow and funding of expenses for OLV National Shrine.
2. Function as the primary Accounts Receivable position, including the review and coding of all bank deposits and the weekly collection reconciliation for OLV National Shrine.
3. Function as the primary Accounts Payable position, manage cash to enable coverage of AP and Payroll disbursements, and process all AP checks for OLV National Shrine and Elementary School.
4. Prepare sacramental payouts for clergy and musicians for funerals and weddings, providing monthly consists of schedules and reconciliations.
5. Ensure the generation of interim financial statements by the 15th of each month following the close of the prior month for OLV National Shrine.
6. Ensure all monthly reconciliations and bank reconciliations are completed timely and accurate and tie out to the PDS General Ledger for OLV National Shrine.
7. Assumes sole responsibility for the accounting and financial oversight of all organizational fundraising events, ensuring the integrity of financial records, adherence to internal controls, and full compliance with New York State Games of Chance regulations and related statutory reporting requirements.
8. Ensures the Diocese reports are completed timely and accurately.
9. Assists with the annual budget compilation process including entering and maintaining Budget reports in PDS for OLV National Shrine.
10. Has an intimate working knowledge of all areas of the PDS General Ledger System. Review all the details behind OLV National Shrine's monthly financial reports to ensure accuracy and prepare JEs to reclass or correct GL accounts where needed.
11. Works in a manner that demonstrates OLV Charities' Guiding Values of Respect, Trust, Integrity, Passion, Teamwork and Accountability.

12. Performs all other related duties and functions as instructed.

KNOWLEDGE, SKILLS AND ABILITIES

1. Strong skills in Microsoft Outlook, Excel and Word.
2. Skilled in using Fund EZ and PDS, or other similar software applications.
3. Excellent communication skills and ability to translate accounting reports into meaningful management reports for all levels of users.
4. Deadline orientation, ability to handle multiple priorities.
5. Enthusiastic, positive professional attitude with excellent customer service skills and the ability to assist others in a timely, professional manner.
6. Diplomacy in communicating financial matters/needs to non-financial colleagues
7. Must have the highest integrity, be diplomatic, analytical, and possess sound judgment.

EDUCATION AND EXPERIENCE

1. Bachelor's Degree in Accounting or Business preferred.
2. Associate's Degree in Accounting or Business required.
3. Three years' experience in complex accounting functions, including heavy general ledger oversight.
4. Experience working with Microsoft Outlook, Word and Excel required.
5. Cash basis accounting experience preferred.
6. Cash handling experience preferred.
7. Prior experience preferred in PDS or other similar general ledger software applications.

Pay range: \$30.00-\$36.30/hour, based on experience

Email resume and cover letter to: olv-careers@olvcharities.org

Or send cover letter with resume to:

OLV Charities
Human Resources Department
780 Ridge Road; Lackawanna, NY 14218