

Staff Accountant

OLV Charities

POSITION SUMMARY:

The Staff Accountant is primarily responsible for assisting the OLV Charities' Controller with specific financial and accounting functions including completion of bank reconciliations, general ledger entries, month-end expense allocations, financial reporting activities, reviewing and processing invoices and vendor payments, and other tasks consistent with department objectives. Additionally, this position is responsible for reconciling and reporting on the status of restricted funds held for OLV Charities' external mission partners OLV National Shrine and OLV Human Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensure all monthly bank reconciliations are completed timely and accurately. Report issues, if any, to the Controller.
2. Involvement in various month-end expense allocations. Includes allocation calculations as well as the related reconciliations to the general ledger.
3. Prepare and post various general journal entries as directed by the Controller while ensuring adequate support is maintained and uploaded for audit purposes.
4. Assist the Controller in oversight and maintenance of capital asset records for the entire OLV Charities organization. Includes reconciling capital accounts to the general ledger and ongoing fixed asset software activity for additions, disposals, etc.
5. Ensure the generation and distribution of monthly departmental financial statements to department Directors by the 20th of each month.
6. Daily management of vendor invoicing activity. Includes inspecting invoices, expense reports, vouchers, check requests, and other similar items to ensure they have correct codes and supporting documentation. Resolve any related invoice and un-vouchered discrepancies prior to processing payment.
7. Lead the month-end reconciliation process for all restricted funds held for OLV Charities' mission partners, OLV National Shrine and OLV Human Services.
8. Assist with year-end audit process.

9. Work in a manner that demonstrates OLV Charities' Guiding Values of Respect, Trust, Integrity, Passion, Teamwork and Accountability.
10. Perform all other duties as assigned.

SKILLS

1. Strong skills in Microsoft Outlook, Excel and Word.
2. Skilled in using Fund-EZ 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. Knowledge of basic accounting principles; nonprofit accounting and best practices for accounts payable and cash management.
5. Familiarity with remote bank deposit and ACH software.
6. Deadline orientation, ability to handle multiple priorities.
7. Enthusiastic, positive professional attitude with excellent customer service skills and the ability to assist others in a timely, professional manner.
8. Diplomacy in communicating financial matters/needs to non-financial colleagues
9. Must have the highest integrity, be diplomatic, analytical, and possess sound judgment.
10. Ability to demonstrate OLV Charities' values and mission.

EDUCATION AND EXPERIENCE

1. Associates Degree in Accounting or Business preferred
2. Two years' experience in accounting functions, including heavy involvement in various general ledger functions or invoice processing required.
3. Experience working in a not-for-profit environment preferred.
4. Experience working with Microsoft Outlook, Word and Excel required.
5. Prior experience preferred in Fund-EZ or other similar software applications.

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

Or send cover letter with resume to:

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