

Senior Accountant

OLV Charities

Lackawanna, NY

POSITION SUMMARY:

The Senior Accountant generates and manages the financial reporting, forecasts and internal accounting system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Generate interim financial statements by the 20th of each following month and quarterly financials by the 20th following the close of the quarter.
2. Restricted Fund Accounts – Provide CFO with monthly updates for the activity of the non-operating accounts (Annuity, Scholarship, BVS designations, Shrine designations, Masses and Guild accounts) to incorporate this financial information into the financial statements for the Investment and Finance Committee of the Board of Directors.
3. Oversee the preparation of timely and appropriate schedules and reports as requested by Management, the Board and outside auditors.
4. Ensure all bank and select investment reconciliations are completed on a timely and accurate basis.
5. Design and implement reconciling procedures to ensure that all donor contributions in the donor management software (Blackbaud) agree with the General Ledger.
6. Oversight of the Charitable Gift Annuity program in partnership with the Fund Accountant as it relates to:
 - a. Monthly check preparation for Annuitants and associated reconciliation
 - b. Running Cash Trac on a quarterly basis.
 - c. Annual 1099 generation for Annuitants and associated reconciliation
 - d. Assist CFO in compilation of Required Annual NYS Annuity Reporting by maintaining annual schedules throughout the year, and ensuring that the related investment reconciliations include detailed analysis on purchases and liquidations of funds.
7. Monthly monitoring of Capital Campaign financial transactions, including reconciliation of GL to campaign software and donor management software.
8. Supervise and assist in the billing process for support services provided by contract with OLV Human Services, OLV National Shrine, and other outside entities. Maintain A/R schedules and agings associated with same and report any overdue accounts to the CFO. Ensure that all contract support services provide accurate and appropriate fair share cost allocations to HOC departments according to contract terms.

9. Provides day to day assistance to the Accounts Receivable/Cash Analysts and functions as the back-ups for these positions.
10. Have an intimate working knowledge of all areas of the GL Software. Review all detail behind the monthly financial information to ensure accuracy and prepare JE's to reclass or correct GL accounts where necessary with CFO approval.
11. Assist CFO with the Coordination of the annual year-end audit with independent auditors within agreed upon timeframes.
12. Assists CFO to prepare drafts of the audit financial statements (not including notes to financial statements) which include the General Operating funds and the temporarily restricted funds (Annuity, Scholarship, Capital Campaign, OLVHS and OLV NS designations, Masses and Guild accounts).
13. Maintain additional year-end procedures for Legacies receivable, Special Events (below), Depreciation schedules, other documents that back up year end balances in the GL/Financial Statements.
14. Prepare a summary of the two special events (Victory Nite and Friends of Fr. Baker) as backup for the postings in the GL for CFO to review and ensure accuracy of net support to recipient programs.
15. Function as the AP back-up as occasion requires.
16. Assist with the annual Budget compilation process, enter and maintain Budget reports in the GL system.
17. Works in a manner that reflects the guiding values and beliefs of Our Lady of Victory Homes of Charity as described in the employee handbook.
18. Performs all other related duties and functions as instructed by the CFO.

SKILLS

1. Knowledge of accounting principles
2. Organized, detail oriented, prioritization skills
3. Strong written/verbal communication skills.
4. Analytical and problem solver.
5. Must have the highest integrity, be diplomatic, analytical, and possess sound judgment.
6. Ability to take initiative and problem solve issues creatively and independently.
7. Ability to demonstrate OLV Charities' values and mission.

EDUCATION AND EXPERIENCE

1. BA/BS degree in Accounting
2. Experience working with various General Ledger software packages, particularly Fund EZ.
3. Microsoft Office products (Word, Excel, PowerPoint, Outlook) required.

4. Minimum of 5 years' experience in public accounting, or equivalent not-for-profit financial accounting environment.
5. Minimum of 3 years' experience accounting for restricted funds within a not-for-profit financial accounting environment.

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