

# Staff Accountant OLV Charities

## **POSITION SUMMARY:**

The Staff Accountant completes all day to day OLV National Shrine accounting transactions (AP, AR, Cash deposits and reconciliations, general ledger entries, updates restricted fund reconciliations). Additionally, is responsible to complete month end interim reports, and collaborates with the OLV Charities CFO, 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. Under the oversight of the OLVC Controller, the Staff Accountant also prepares financial reports and completes complex restricted fund account reconciliations for OLV Charities. and transacts all monthly and year end NY State reporting for the OLV Charities Charitable Gift Annuities program.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Monitor and manage cash flow and funding of expenses for OLV National Shrine and the assigned restricted funds for OLV Charities.
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.
  - A) Prepare sacramental payouts for clergy and musicians for funerals, weddings, and confessions, providing monthly consists of schedule and reconciliation to OLV Charities CFO.
  - B) Under the direction of the OLV Charities CFO, provides account oversight for parish/school fundraiser events, including writing checks and preparing deposits, preparing money boxes, and ensuring proper financial record-keeping, and providing final event net proceed reports for distribution.
4. Ensure the generation of interim financial statements by the 20<sup>th</sup> of each following the close of the prior month for OLV National Shrine.

5. Ensure all monthly reconciliations and bank reconciliations tie to the PDS General Ledger for OLV National Shrine are completed timely and accurate. Report issues to CFO.
6. Ensures the Diocese reports are completed timely and accurately under the direction of the CFO.
7. Assists CFO with the annual budget compilation process, enter and maintain the Budget reports in PDS for OLV National Shrine (or ensure they are entered).
8. Has an intimate working knowledge of all areas of the PDS General Ledger System. Review all detail behind OLV National Shrine's monthly financial reports to ensure accuracy and prepare JEs to reclass or correct GL accounts where necessary with CFO approval.
9. Completes OLV Charities complex restricted fund bank account reconciliations under the direction of the OLV Charities Controller.
10. Completes other fund account reconciliations for OLV Charities under the direction of the CFO and the functional direction of the Controller.
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.

## **SKILLS**

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.
8. Ability to demonstrate OLV Charities' values and mission.

## **EDUCATION AND EXPERIENCE**

1. Bachelor's Degree in Accounting or Business with minor in Accounting required
2. Five years' experience in complex accounting functions, including supervision of general ledger function and scheduling to ensure timely reporting required
3. Fund accounting in a not for profit environment required
4. Experience working with Microsoft Outlook, Word and Excel required.
5. Cash basis accounting experience preferred.
6. Prior experience preferred in Fund EZ and PDS, or other similar software applications.

**Email resume and cover letter to:** [olvc-careers@olvcharities.org](mailto:olvc-careers@olvcharities.org)

Or send cover letter with resume to:

OLV Charities

Human Resources Department

780 Ridge Road; Lackawanna, NY 14218