

## **Staff Accountant**

### **Organizational Overview**

St. Joan of Arc is a vibrant, active Catholic parish within the Diocese of Toledo. The parish was founded in 1978, the school was opened in 1980 and the church was dedicated in 1982. The parish is the spiritual home to about 1,700 registered families and the school has just over 375 students enrolled from pre-K to grade 8. We are a non-profit 501(c)(3) and tax-exempt. We are seeking a full-time staff accountant with holistic responsibilities for the bookkeeping, budgeting, payroll, financial reporting, and financial controls functions of the parish. This role reports directly to the business manager.

The successful candidate must recognize that the position carries with it a ministerial component found in all forms of service provided to a parish community. As a result, these duties must be carried out with the Catholic ideals of the parish community in mind at all times.

### **Duties and Responsibilities**

- Ensure compliance with accounting standards and regulations, ensure maintenance of adequate financial controls, and lead the coordination of periodic self-audit reviews for the parish ensuring efficient stewardship of parish resources
- Performs bookkeeping and accounting functions for the parish and school
- Maintains an accurate filing, record keeping, and reporting system for all parish financial matters.
- Monitors the collection, counting, recording, and depositing of parish revenues from all sources.
- Administers and coordinates payroll; maintains all benefits programs in conjunction with the Diocesan Department of Human Resources.
- Set up and manage tuition accounts for all school families (Blackbaud)
- Coordinate the independent reconciliation of bank statements
- Prepares, administers, and reviews the annual budget process in accordance with parameters established by the pastor and finance council
- Produces monthly, quarterly, annual, and ad hoc financial reports, analysis, and commentary to meet the needs of the Pastor and finance council
- Coordinate the agenda, provide timely pre-read materials, and help facilitate quarterly and other scheduled finance council meetings
- Administers a cash flow management system with purchasing procedures (including competitive bids when appropriate) and payment schedules clearly defined; issues checks and posts accounts and handles all vendor relationships in accordance with established Diocesan accounting procedures.
- Integrates changes to the parish (i.e., church and school) into long range financial planning; understands and applies financial principles and develops recommendations for actions required to achieve financial objectives.

- Act as the liaison between the parish and diocese regarding financial matters
- Works with integrity and ethically; upholds the values of the Church

### **Qualifications**

- The candidate should have a bachelor's degree in accounting or business administration, or equivalent business experience with a non-profit organization
- Preferred candidate will have at least three years full-time non-profit bookkeeping experience
- The candidate must also possess knowledge of bookkeeping and generally accepted accounting principles for a non-profit organization
- The preferred candidate will have some experience and have a good working knowledge of the QuickBooks accounting software package
- The position requires strong attention to detail and excellent organizational skills

### **Salary Range and Benefits**

- St. Joan of Arc provides a comprehensive compensation and benefits package.

### **How to Apply**

- Please submit your resume and cover letter to Gregory Nusbaum, Business Manager, at [gnusbaum@joanofarc.org](mailto:gnusbaum@joanofarc.org).