

ST. MARY'S INSTITUTE**Title: Accountant**

Description: The Accountant is a full-time, exempt position reporting to the Collaborative Governance Accounting Manager, plays a pivotal role in the day-to-day activities within the finance department by managing the accounting system for St. Mary's Institute (SMI) and missions. The Accountant assists the Accounting Manager and Chief Financial Officer in technical aspects of financial administration.

RESPONSIBILITIES:

1. Maintain general ledgers for SMI operating and non-operating funds (Charitable Trust; Patrimony; Board Designated; SMI Redevelopment; Foreign Missions)
2. Prepare and record deposits and maintain accounts receivable records.
3. Maintain capital asset records and fund.
4. Ensure the integrity of accounting information by recording, verifying, posting, and entering transactions.
5. Prepare accounts, ledgers, schedules, and reporting systems in an accurate and timely manner.
6. Perform the monthly reconciliation and closing processes of accounts, and determine the accuracy of balance, figures, calculations, posting, etc.: investigate, reconcile, and resolve discrepancies; report on variances; analyze and report on financial information.
7. Prepare monthly, semi-annually, and annual internal financial reports, forecasts, projections, and analyses.
8. Manage the accounts payable cycle for payment of invoices, including maintaining accounts payable vendor database, proper check controls, and adherence to organization's purchasing guidelines. Ensures proper documentation and signature compliance per policy and disbursement of petty cash.
9. Coordinate and compile annual budget process.
10. Coordinate the annual year-end audits/reviews by independent audit firms.
11. Enhance professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
12. Develop and recommend procedure and policy changes.
13. Perform other duties, as necessary.

SPECIFICATIONS:

Education: Bachelor's degree in Accounting or equivalent required.

License/Registration/Certification: Valid driver's license is required.
Notary public license or is willing to train to become one.

Experience: Background in fund accounting and strong computer skills with working knowledge of Microsoft Suite and accounting software.

SKILLS AND COMPETENCIES:

1. Excellent organizational skills, time management, problem-solving skills as well as ability to prioritize tasks.
2. Maintenance of a high level of confidentiality.
3. Ability to communicate clearly and appropriately, both in oral and written expressions, to prepare/deliver reports, and compose correspondence.
4. Excellent computer skills, Microsoft Excel and various accounting software required.
5. Competent analysis and attentiveness to accuracy and detail.
6. Strong sense of initiative and self-directed working capacity.
7. Adaptability: willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
8. Ability to work collaboratively.

Working Conditions:

- Work is primarily sedentary, performed in a comfortable office setting.
- Ability to focus on a computer screen for extended periods.
- The SMI offices are tobacco-free.

May 21, 2021