

POSITION ANNOUNCEMENT



Senior Accountant

Jesuits West

The Institution

The Society of Jesus, the largest men's religious order in the Roman Catholic Church, assigns some 17,000 priests and brothers to ministries worldwide. In pastoral, educational, and other ministries, our priests and brothers collaborate with laymen and women, civic organizations, local dioceses, and other religious orders. As catalysts for change, we invest personnel and funding in those “turning points” in society where we believe the greatest good can be achieved. Our ministries express the power of faith doing justice by combining belief in fundamental human dignity with advocacy for the poor and marginalized.

Jesuits West supports a 10-state region that includes Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Jesuits West is led by Father Santarosa as its Provincial with an 11-member executive team overseeing an approximate staff of 30 with offices in Los Gatos, California and Portland, Oregon.

Position Concept and Basic Function

Performs a variety of senior accounting functions for the USA West Province including monthly balance sheet reconciliation, oversees all general ledger account postings, prepares monthly and annual financial reports, fixed asset reporting, fiscal year-end audit /review duties, and various reports and work papers as requested by the Accounting and Finance Director.

Reporting to the Accounting and Finance Director, responsibilities will include:

- Uses sound accounting principles to produce monthly and annual financial statements on an accurate and timely basis for review by the Accounting and Finance Director.
- Performs monthly and year-end closings including review of journal entries, account reconciliation and analysis and related reporting. Produces monthly budget reports and other reports as required.
- Reviews Advancement Office entries and advancement /Treasury reconciliation reports ensuring they are current, accurate and complete including appropriate documentation.
- Maintains the general ledger, chart of accounts for the Province.
- Reviews monthly bank reconciliations verifying that all transactions have been posted properly to general ledger accounts.
- Reviews investment reconciliation and journal entries prepared by Staff Accountant. Prepares and issues monthly investment reports to outside participants.
- Reviews fixed asset reports prepared by Staff Accountant. Record deletions, additions, and changes to assets. Reviews annual depreciation expense. Reviews year-end reconciliation for auditors. Reviews and approves annual property statements (e.g. 571-L) prepared by the Staff Accountant.
- Primary liaison between financial institutions holding annuity assets, Advancement Office and Treasurer's Office relating to receipt and recording of all gift annuities. Adjusts valuation of annuities at fiscal year-end and communicates adjusted value to the Advancement Office.
- Serves as a back up to Accounting Assistant to process payroll. Prepare monthly payroll journal entries. Analyze payroll rules and regulations relating to lay employee leaves of absence as it relates to payroll and make recommendations to the Accounting and Finance Director. Reviews vacation accrual records and provides reporting to the Accounting and Finance Director and Department Managers.
- Perform a monthly review of all Balance Sheet Accounts which includes posting and reconciling to work papers in file. Performs monthly, quarterly and/or annual accruals as required (e.g. vacation, etc.); adjusting for prepaid expenses, checking postings on Trust and Annuity accounts, and any other adjustments and batch postings as needed on monthly, quarterly or annual basis. Review general ledger postings for any unusual activity. Record net assets activity on an annual basis.
- Assists the Accounting and Finance Director in the preparation of audit / review work papers. Prepare annual financial reports for review by Accounting and Finance Director.
- Revise and update annual Jesuit Conference reports including Rome forms for the Province and their trusts and submits to Accounting and Finance Director for review.
- Primary liaison to the Sacred Heart Jesuit Center to ensure accurate accounting and reporting of transactions. Review quarterly SHJC financial statements and related documentation. Consolidates SHJC financial information into the Aged/Infirm Trust at year-end.
- Collects payroll information from Province locations participating in the Workers Compensation policy. Primary liaison for WC audits and reconciles any related adjusted premium billings.

- Support Accounting and Finance Director in preparation of annual budget for the Province.
- Responsible for annual filings as delegated by the Accounting and Finance Director.
- Other Duties as Assigned.

Qualifications

- A bachelor's degree in accounting, or related field or equivalent experience.
- A minimum of three to five years of successful work experience as a general ledger accountant in nonprofit accounting, or an equivalent combination of skills and experience. Strong general ledger and fund accounting knowledge is essential.
- Ability to work collegially with colleagues, Jesuits and vendors.
- Strong verbal and written communication skills.
- Strong knowledge of payroll regulations for multiple states.
- Strong project management, multi-tasking, and follow through capabilities.
- Excellent computer skills including Microsoft Office, Finance Edge, QuickBooks, and other accounting software.

Requirements and Application Procedure

Applicants must submit a cover letter and resume to UWEjobs@jesuits.org. Review of applicants for employment will begin immediately and continue until the position has been filled.

Jesuits West makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.