

POSITION ANNOUNCEMENT



Staff 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

Responsible for a variety of accounting functions including monthly general ledger and fixed asset accounting duties, review and reconciliation of the Advancement Office fundraising activity.

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

- Assist Senior Accountant to perform monthly, quarterly and annual general ledger accounting duties, including preparation of journal entries, account reconciliation for review by the Senior Accountant.
- Assist Senior Accountant to perform a monthly review of all Balance Sheet Accounts which includes reconciling and posting to work papers in file. Performs accruals as required (e.g. vacation, etc.); adjusting for prepaid expenses, and any other adjustments and batch postings as needed on monthly, quarterly or annual basis. Review general ledger for any unusual activity.
- Prepares and allocates monthly investment statements and related journal entries for review by the Senior Accountant.

- Performs monthly reconciliation of bank accounts and balances to the general ledger monthly. Monitors cash levels and communicates to management when appropriate.
- Ensures Advancement Office donations are reported according to GAAP and Society of Jesus standards. Receives, reviews, reconciles donation reports and enters into the accounting system, includes reviewing donor correspondence and monitoring and tracking restricted or pass-through donations. Reconciles Missions donations, monthly pledges receivable and burses received. Report and adjust any discrepancies with Advancement Office.
- Update fixed assets/depreciation schedule annually in preparation of annual review. Prepares annual property statements as required (e.g. 571-L) for review and approval by the Senior Accountant.
- Prepares monthly report of new vendors and other ad hoc reports as required for review with the Senior Accountant.
- Provides support to the Senior Accountant and the Accounting and Finance Director in the production of timely and accurate monthly, quarterly, and annual financial/budget reports.
- Provides support to the Senior Accountant and Accounting and Finance Director in the preparation of the annual budget.
- Provides support to the Accounting and Finance Director in preparation of annual Rome forms.
- Provides support to the Senior Accountant in preparation of comparative summary of community annual financials and budgets.
- Serves as back-up to the Senior Accountant during their absence.
- Performs other work-related duties as assigned.

Qualifications

- Three years successful accounting experience required. A degree in accounting and non-profit experience a plus.
- Excellent computer skills including Microsoft Office (Office 365 skill is a plus.), Financial Edge, QuickBooks Online, and other accounting software. Financial Edge NXT and Raisers Edge NXT a plus.
- Excellent attention to detail; excellent interpersonal skills with the ability to work collegially with colleagues, Jesuits, and vendors.
- Ability to work independently and as a team member.
- Ability to organize and prioritize work and to meet deadlines.
- Understanding of the Society of Jesus and Catholic Church a plus.

Requirements and Application Procedure

The Treasurer's Office of Jesuits West is based in Los Gatos, California. Salary is commensurate with experience. Comprehensive benefits are included in the overall compensation package.

Interested candidates should e-mail or mail a resume and cover letter (Word or PDF attachments accepted) to: uwejobs@jesuits.org or by mail to: **Jesuit West, Treasurer's Office, P.O. Box 519 Los Gatos, CA 95031-0519**

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