



Staff Accountant-Job Description

Position: Staff Accountant
Reports to: Finance Manager
FLSA Status: FT, Exempt

General accounting duties:

- Perform reconciliation and analysis of various bank accounts, including follow up and adjustments.
- Prepare and maintain various supporting schedules for accounts.
- Support gifts receivable and accounts receivable team by entering receipts and posting.
- Support accounts payable team by entering invoices, selecting bills to be paid, printing checks, and mailing printed checks.
- Perform ad hoc duties across accounting team.

Online gifts Processing

- Support gifts process via Archdiocese of San Francisco's website.
- Generate recurring batches for debit and credit card transactions in Raiser's Edge ("RE").
- Process gifts by uploading to CashPro or Blackbaud Merchant, and post CR in Intacct.
- Assist with other gifts processing.

High Schools

- Assess and analyze monthly transactions processed in TADs into workbooks, including validating the transactions and recording activities in Intacct.
- Record monthly amortization amounts and reconcile Deferred Revenue, Prepaid Financial Aid, Tuition Revenue, and Financial Aid Expense.
- Compare data between TADs and GL on a quarterly basis, to identify and investigate variances across locations and assist them in reconciling the account(s).
- Record NSF/check/ACH/ chargeback returns for high school locations.
- Assist with bank reconciliations for the High School Payroll account.
- Support/assist high school with annual audits.

Health Benefits

- Analyze parishes' health benefit expenses, setup ACH payment to withdraw funds from individual parish. Upload expected payment from parishes and chancery to Reta Trust.
- Record benefit premium billing and chancery health benefit expenses by departments. Allocate expenses for staffs that have multiple department codes.
- Maintain health benefit workbook, including periodically updating spreadsheet of current and former employees.
- Verify the status of priests and seminarians on file on a quarterly basis

Payroll

- Administer payroll transfers for 6 locations (Chancery, Seminary and 4 High Schools), through Intacct.
- Record Payroll JEs and related entries through Intacct for 6 locations (Chancery, Seminary and 4 High Schools).
- Bank reconciliations for CPR and High School Payroll account.
- Provide Payroll stated dated check list and assist with escheatment process.

Qualifications

BS in Accounting, or any relevant field

At least one year of experience in cash management will be an added advantage.

Proficiency in communicating with the management and staff of the company

Self-motivated individual with practical organizational skills

Ability to undertake multiple tasks at the same time without losing focus

Must be proactive, with the ability to meet and surpass project deadlines

Computer knowledge – good knowledge of Microsoft Word and Spreadsheet

Possess exceptional analytical reasoning skills to think about problems thoroughly and generate solutions.

To apply:

- Please submit cover letter, resume, completed application and references to Christine Escobar, Assistant Director of Human Resources, Archdiocese of San Francisco, One Peter Yorke Way, San Francisco, CA 94109 or email at escobarc@sfarch.org.

Statement of Non-Discrimination:

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, will consider for employment qualified applicants with criminal history.