



Sisters of St. Joseph of Carondelet

St. Paul Province

Accounting Assistant

32 hours per week.

Benefits include Medical, FSA, HSA, Dental, Life, LTD, Retirement Plan, PTO, and Holiday Pay.

POSITION SUMMARY:

Assists the Director of Finance in the accounting, budgeting and audit work for the Sisters of St Joseph's various legal entities. Responsibilities include accounts payable, cash receipts, month- and year-end reconciliations and managing awarded grants.

DUTIES & RESPONSIBILITIES:

Accounts Payable

- Accounts payable and cash disbursements (enter invoices, prepare payments and direct deposits, create journal entries as needed).
- VISA processing (track statements, review coding and approvals, prepare journal entry, send payment, create journal entries as needed).
- Cash receipts (prepare deposits, prepare entries of cash receipts, track sister income, create journal entries as needed).
- IRS-1099 processing (calculate contractor payments, generate forms, e-file).

Financial Accounting

- Month-end financial statements and bank statement reconciliation (reconcile statements and previous month's activity, create journal entries as needed).
- Month-end financial statements (reconcile previous month's activity, create journal entries as needed).
- Manage and track financial aspects of grants awarded (track financial requirements of each grant, communicate with directors and staff as needed, manage financial reporting, create journal entries as needed).
- Manage Fixed Assets (track new, existing and disposed fixed assets, create journal entries as needed).
- Assist in preparations for fiscal year audits.
- Other responsibilities as assigned.

QUALIFICATIONS:

Two year accounting degree, preferably a bachelor's degree in accounting.

Five or more years of accounting / accounts payable experience required.

Experience with PC based software and cloud-based technology.

Experience in non-profit accounting / finance preferred.

Demonstrated experience in moving from a paper-based system to a cloud-based system.

Ability to work collaboratively with others.

Equity Statement Purpose

The CSJ Charism affirms the inherent value of all people. Together we continue to build a community environment that evaluates, celebrates, and encourages diversity in all our practices. This is our collective work.

To this end, the CSJ Community works for equity and inclusion within and beyond the CSJ Community. We invite everyone to join us, hold each other accountable and help us live out our profound love of God and Dear Neighbor without distinction.