



July 2024

St. Francis of Assisi School is seeking a qualified and experienced Accountant for 30 hours/week with a strong accounting background to provide financial oversight, process improvement, and required financial and operational reporting to the Principal, school stakeholders, and the Diocese of Orange. The candidate must have strong analytical abilities and maintain confidentiality in all areas of this position.

POSITION DESCRIPTION

Financial Reporting & Analysis:

- Preparation of preliminary and revised annual budgets with deadlines of April 30th and September 30th. Presentation of final budget(s) to the Principal and school Finance Council with detailed explanations of variances from prior year results. Submission of annual budgets to the Diocese on a timely basis.
- Maintenance of a detailed salary spreadsheet for all staff for budget purposes, budget-to-actual reporting, and payroll analyses.
- Monthly budget-to-actual reporting, including the presentation of results at monthly Finance Council meetings, and providing detailed explanations for variances.
- Preparation of bi-annual tuition and other fee income reconciliation to ensure all families have been accurately billed in FACTS.
- Daily and monthly monitoring of financial activity in QuickBooks, including comparing activity to the budget and following up with the Operations Manager on any unusual transactions or variances.
- General ledger account maintenance and analyses, including reconciling income statements and balance sheet accounts to ensure the accuracy of accounting records.
- Assisting the School Auditor with the year-end close process, providing account analyses and other information as requested.
- Capital campaign accounting, including reconciling all capital campaign accounts, ensuring no intermingling of funds with operating funds, and preparing monthly capital campaign balance sheets and income statements.
- Accounting and financial reporting for all fundraisers, including attendance at events outside of normal school hours.

- Monitoring delinquent tuition and other receivable accounts and coordinating follow-up with the Operations Manager to ensure timely collection.
- Financial reporting for WASC, strategic planning purposes, or other requests as needed.

Business Operations:

- Banking responsibilities, including preparation of monthly bank reconciliations for six bank accounts, monitoring daily banking activities, and ensuring adequate cash reserves.
- Recording of financial transactions in QuickBooks on a daily basis.
- Payroll accounting, including preparing bi-monthly payroll journal entries, performing analytical reviews of payroll expenses by category compared to budget, and ADP payroll processing as needed.
- Accounts payable responsibilities, including payment of Diocesan and regular invoices through QuickBooks and an online portal.
- Recording of FACTS tuition bi-monthly remittances to QuickBooks.
- Accounts receivable responsibilities (excluding Tuition Receivable), including monitoring extended care billing, student services, and other receivables.
- Tuition assistance program management, including tracking applications, consulting with the Principal on allocations, and applying awarded assistance to family FACTS tuition accounts.
- Accounting for all scrip gift card transactions, including posting transactions in QuickBooks, coordinating with the Scrip volunteer coordinator, and reconciling Scrip inventory regularly.
- Preparation and distribution of annual 1099s (by the end of January) for eligible contractors.
- Submission of quarterly Sales & Use Tax to the California Tax & Fee Administration website for all fundraising activities.
- Attendance at Finance Council meetings, Diocesan business manager meetings, and school-sponsored fundraisers.

Education, Training & Experience:

- Bachelor's degree in Business, Accounting, or Finance.
- Minimum of 5 years of finance and/or accounting work experience.
- Experience in a non-profit setting is preferred but not required.
- Competency in QuickBooks, Excel, and Word; experience in payroll processing is a plus.