



## **Sr. Accountant**

### **St. Junipero Serra Catholic School Rancho Santa Margarita, CA**

#### **Responsibilities**

- Prepare account analysis and journal entries
- Assist with the budgeting process
- Verify accuracy of general ledger, perform month-end close
- Reconcile balance sheet accounts on a monthly basis
- Confidentially interface with payroll records and be a backup to the payroll function
- Assist in annual financial audit by preparing accurate work papers
- Reconcile financial discrepancies by collecting and analyzing account information
- Prepare and file accurate 1099's and Property Tax Statements
- Prepare accurate external reporting documents on a quarterly and annual basis
- Assist IT Department with some administrative tasks, such as software provisioning and the administration of system access to new parents and staff
- Review and recommend modifications to accounting systems and procedures
- Other duties as directed by Director of Business & Financial Operations
- Adhere to the policies and procedures of the Diocesan Employee Handbook.

Position reports directly to the Director of Business & Financial Operations.

Our Accounting Team works according to the school's schedule, so there are breaks for Thanksgiving, Christmas and Easter as well as modified summer hours.

#### **Qualifications**

- BA/BS in Accounting
- 5+ years of hands-on experience in Accounting/Audit
- QuickBooks and Excel skills required
- Familiarity with administrative tasks related to software provisioning, such as account creation and permission management. Strong attention to detail and organizational skills to manage multiple systems and user requests efficiently
- Excellent analytical skills
- Effective problem-solving skills and the ability to work independently in a fast-paced, technology-driven environment
- Excellent communication skills, both oral and written
- Knowledge of GAAP (General Accepted Accounting Principles) as it relates to nonprofit accounting

- Ability to maintain high levels of confidentiality
- Comfortable interacting with staff, parents, and students.

*It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.*