



BELEN JESUIT PREPARATORY SCHOOL

Educating young men since 1854 in the tradition of St. Ignatius of Loyola

STAFF ACCOUNTANT

Role Description

QUALIFICATIONS:

1. Minimum of a bachelor's degree in accounting
2. Minimum of 2 years of experience in accounting, ideally in an independent school or higher education setting
3. Experience with nonprofits and mission-driven organizations; independent school background is a plus
4. Strong proficiency with Excel, Word, PowerPoint and other computerized accounting systems is required (experience with Blackbaud Financial Edge, Raiser's Edge and Smart Tuition highly beneficial)
5. Excellent interpersonal and communication skills, oral and written
6. Demonstrated organizational skills
7. Highest regard for confidentiality and exemplary ethical standards is necessary
8. Ability to manage multiple tasks and projects under the pressure of deadlines
9. Commitment to an organizational culture marked by honesty, kindness, and respect and a sincere appreciation for Belen Jesuit's mission
10. Proficient in both English and Spanish (Preferable)

REPORTS TO:

CFO

JOB GOAL:

The Business Office Department at Belen Preparatory School is responsible for providing timely, relevant, and accurate financial information to the school's president, administration and trustees. Reporting directly to the CFO, the Staff Accountant is responsible for maintaining a proactive and efficient approach to all aspects of general accounting including but not limited to the following responsibilities and functions.

RESPONSIBILITIES AND FUNCTIONS

1. Reconciliation of aging of contributions quarterly
2. Reconciliation of all contributions accounts monthly
3. Prepaid insurance amortization and reconciliation

4. Perform bank and investment reconciliations
5. Reconcile balance sheet accounts monthly
6. Responsible for keeping fixed assets up-to-date and reconciliations of all fixed assets
7. Reconcile and maintain proper accounting of endowment funds on a monthly basis
8. Facility rental income reconciliation
9. Assist the CFO in monitoring and working with administrators and departments chairs to keep expenses within budget
10. Stay current on new regulations in GAAP and relevant non-profit accounting issues
11. Provide support to the CFO in preparations for Finance Committee meetings or other Board-related meetings
12. Coordinate and manage the monthly closing by following the department's closing schedule
13. Provide documentation and support to the auditors as directed by the CFO
14. Provide support to the CFO as needed
15. Assist with periodic surveys for various school industry organizations

EVALUATION

The Staff Accountant will be evaluated annually by the CFO. The evaluation will be based on the Staff Accountant's self-evaluation, the Characteristics of Jesuit Education, and the responsibilities and functions listed above. The performance factors include but are not limited to:

1. Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
2. Communication and Contact: The employee communicates effectively both verbally and in writing with superiors, colleagues and individuals inside and outside the School.
3. Relationships with Others: The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside of the School. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Continuous education and training in the field of accounting and finance through seminars, workshops and conferences are required. A minimum of four seminars/workshops/conferences in a fiscal year is required.