

Staff Accountant OLV Charities

POSITION SUMMARY:

The Staff Accountant is primarily responsible for assisting the OLV Charities' Controller with specific financial and accounting functions including completion of bank reconciliations, general ledger entries, month-end expense allocations, financial reporting activities, and other tasks consistent with department objectives. Additionally, this position is responsible for all aspects of the OLV Charities' accounts payable program including invoice processing, generating vendor payments either electronically or via paper check distribution, and managing the OLV Charities' credit card program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Daily management of vendor invoices. Includes inspecting invoices, expense reports, vouchers, check requests, and other similar items to ensure they have correct codes and supporting documentation. Resolve any related invoice and un-vouchered discrepancies prior to processing payment.
2. Ensure all monthly bank reconciliations are completed timely and accurately. Report issues, if there are any, to the Controller.
3. Involvement in various month-end expense allocations. Includes allocation calculations as well as the related reconciliations to the general ledger.
4. Preparing and posting various general journal entries as directed by the Controller while ensuring adequate support is maintained and uploaded for audit purposes.
5. Assist the Controller in oversight and maintenance of capital asset records for the entire OLV Charities organization. Includes reconciling capital accounts to the general ledger and ongoing fixed asset software activity for additions, disposals, etc.
6. Ensure the generation and distribution of monthly departmental financial statements to department Directors by the 20th of each month.
7. Assists with the administration of the Charitable Gift Annuity program including: generating monthly annuitant payments, bank reconciliation, Annual 1099 generation, and assists in state audits and compilation of required annual NYS Annuity reporting.

8. Leads the month-end reconciliation process for all restricted funds held for OLV Charities' mission partners, OLV National Shrine and OLV Human Services.
9. Direct back-up to eMaintenance system administrator position including:
 - a. Managing work order and billing process within electronic eMaintenance system.
 - b. Ensure Facilities and Boiler House contracts are entered in eMaintenance and assets and Preventative Maintenance tasks are set up in eMaintenance correctly.
 - c. Ensure all customers and new facility staff are trained in eMaintenance in a timely manner so they can function within the system independently.
 - d. Handle tasks and special requests with eMaintenance Account Manager.
 - e. Generate and reviews all Work Orders to ensure all are closed appropriately. Reviews all month end reports prior to allowing the system to create billing.
 - f. Generate all monthly and periodic reports from eMaintenance for Director, Supervisors and Administration. Ensure eMaintenance Dashboards are timely and accurately updated.
10. Works in a manner that demonstrates OLV Charities' Guiding Values of Respect, Trust, Integrity, Passion, Teamwork and Accountability.
11. Performs all other related duties and functions as instructed.

SKILLS

1. Strong skills in Microsoft Outlook, Excel and Word.
2. Skilled in using Fund-EZ or other similar software applications.
3. Excellent communication skills and ability to translate accounting reports into meaningful management reports for all levels of users.
4. Deadline orientation, ability to handle multiple priorities.
5. Enthusiastic, positive professional attitude with excellent customer service skills and the ability to assist others in a timely, professional manner.
6. Diplomacy in communicating financial matters/needs to non-financial colleagues.
7. Must have the highest integrity, be diplomatic, analytical, and possess sound judgment.
8. Ability to demonstrate OLV Charities' values and mission.

EDUCATION AND EXPERIENCE

1. Associates or Bachelor's Degree in Accounting or Business required.

2. Two years' experience in complex accounting functions, including heavy involvement in various general ledger functions preferred.
3. Experience working in a not-for-profit environment preferred.
4. Experience working with Microsoft Outlook, Word and Excel required.
5. Prior experience preferred in Fund-EZ or other similar software applications.

Pay Range: \$23.38/hour - \$30.00/hour, based on skill and experience

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter with resume to:

OLV Charities
Human Resources Department
780 Ridge Road
Lackawanna, NY 14218