



Position Title:	Staff Accountant	Job Category:	
Department/Group:	Finance	Job Code/ Req#:	Job Code/ Req#
Location:	Saint Louis, Missouri	FLSA Status:	
Reports to:	Controller	EEOC Class:	Administrative Support Workers

Position Summary:

The Staff Accountant is an integral member of the Province Finance team, working to help ensure accurate and timely financial statements. This position supports A/P, A/R, payroll and the month end closing process.

ESSENTIAL JOB FUNCTIONS:

- Process all A/P payment runs and check/transaction voids.
- Process all Advancement and Province deposits.
- Process all invoice request forms and apply all A/R receipts.
- Maintain and update Customer and Vendor master data in ERP.
- Update monthly schedule of Social Security deposits received per Jesuit.
- Maintain department files for A/P vendors, W-9's, employees, student loans and annuities.
- Process timely student loan payments and maintain the schedule of loans to be paid.
- Assist with the monthly closing process by recording journal entries, preparing reports and performing balance sheet account reconciliations.
- Assist in working with Communities to ensure accurate financial records are maintained.
- Process bi-weekly Payroll and respond to employee questions, as necessary.
- Set up new employees & clergy in the payroll system.
- Respond to internal and external requests (including outside auditors), as needed.
- Other responsibilities as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree required.
- Knowledge of Catholic faith principles preferred, not required.
- 3 years of experience required; 5+ years of experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Province policies and services.
- Ability to communicate effectively orally, verbally, and written with other members of the Province, and with various business contacts.
- Strong attention to detail required.
- Ability to effectively use Microsoft Office (including Excel and Word), Paychex Flex and Blackbaud Financial Edge NXT.
- Skill in operating basic office equipment and supplies.
- Must be a creative, flexible, results-oriented self-starter.
- Ability to work effectively both independently and collaboratively in a team environment.



Note: The statements listed are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities. And are subject to change at the discretion of the employer at any time.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date