

**ACCOUNTING MANAGER**  
**School Sisters of St. Francis – U.S. Province**  
**Milwaukee, WI**

**The School Sisters of St. Francis**, a non-profit, religious organization located in Milwaukee, WI, is looking for an energetic, highly skilled and detail-oriented Accountant to assist in the oversight of all accounting and financial reporting activities for the U.S. Province of the School Sisters of St. Francis. This position plays a critical role in managing cost accounting, budgeting, financial analysis, and internal controls to support operational efficiency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist the Director of Finance in overseeing the Finance Department, including leading projects, guiding workloads, and planning future projects.
2. Serve as backup for payroll processing.
3. Produce monthly financial statements utilizing Blackbaud software.
4. Prepare bank reconciliations for operating and patrimony bank accounts.
5. Review journal entries, post journal entries, and manage month end close completion.
6. Maintain daily cash balances of operating bank account to determine availability of funds for operating expenses and investments.
7. Ensure monies bequeathed to a sister for a specific purpose are used for that purpose and accounted for accordingly.
8. Assist with annual audit; coordinate preparation of audit schedules and respond to inquiries.
9. Assist in facilitation of resolution for members of the congregation regarding personal finances, including wills, trusts, relocation, insurance, out of town funerals and banking.
10. Provide general assistance with staff to ensure timely completion of duties and responsibilities. Able to function as a backup to team leads for primary functions.

**QUALIFICATIONS:**

- Bachelor's degree in accounting or related field
- Three to five years related accounting experience
- Experience with non-profit accounting preferred
- Strong computer and accounting software skills required, specifically Excel

- Excellent verbal and written communication skills
- Proven analytical, problem-solving and organizational skills
- Supervisory experience helpful.