

Position Summary

The Senior Accountant supports the International Offices and Mission Advancement by performing accounting, budgeting, and audit preparation functions. This role ensures accurate financial reporting and compliance for our international operations.

Key Responsibilities

- Prepare journal entries, financial statements, and quarterly reports.
- Manage accounts payable/receivable, bank reconciliations, and payroll records.
- Maintain investment spreadsheets and reconcile accounting software.
- Assist with audit schedules, tax filings, and budget preparation.
- Support special events and other business office activities.

Qualifications

- Bachelor's degree in Accounting or related field; CPA preferred.
- 8+ years of accounting experience (non-profit experience a plus).
- Strong knowledge of tax regulations and financial reporting.
- Proficiency in accounting software (Financial Edge/Raiser's Edge a plus) and Microsoft Excel.
- Ability to maintain confidentiality and meet deadlines.

Work Environment

Office setting; occasional lifting up to 25 lbs. Reasonable accommodations available.

EEO Statement

The School Sisters of St. Francis is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Work Authorization

Applicants must be legally authorized to work in the United States without the need for current or future visa sponsorship.

Job Type: Full-time

Benefits:

- 403(b)
- 403(b) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: In person