



**Roman Catholic Foundation**  
of  
EASTERN MISSOURI

**Job Title:** Senior Accountant

**Position Reports to:** Director of Finance & Operations

**Position Summary**

Senior Accountant is responsible for the integrity of the general ledger information by recording, verifying, posting and reconciling accounts in a timely manner. The Senior Accountant will ensure best practices by assisting in the development, implementation and completion of accounting policies and procedures, including but not limited to, general ledger accountability, and financial reporting and analysis.

**Duties and Responsibilities**

- Ensure the integrity of accounting information by recording, verifying, consolidating, and entering transactions and preparing accounts, ledgers, schedules and reporting systems (including, but not limited to, accounts payable, accounts receivable, fixed assets, investments, contracts, donations, and pledges).
- Prepare the monthly reconciliation of accounts and determine the accuracy of balances, figures, calculations posting, etc.; investigate, reconcile and resolve discrepancies; report on variances.
- Prepare monthly, quarterly and annual financial statements.
- Research, analyze and apply accounting guidance to ensure compliance with GAAP.
- Analyze financial information detailing assets, liabilities, revenue and expenses, and prepare balance sheet, statement of activities and other reports to summarize and interpret current and projected financial position.
- Manage pledges receivable and pledge receivable collection process.
- Prepare invoices for approval and payment of purchased goods and services.
- Assist with monthly accounting close, annual budget, annual audit, and IRS Form 990 preparation as directed.
- Create and manage spreadsheets and schedules to assist in tracking and analyzing financial information.
- Prepare and maintain account analyses for various accounts.
- Assist with the establishment, administration, and processing of various types of funds.
- Prepare documentation and schedules for internal and external reporting.
- Assume responsibility for Raiser's Edge database, accounting software, and data reporting.
- Perform other duties as assigned.

*Plan with heart. Invest for good.*

### Knowledge, Skills and Experience Requirements:

- Bachelor's degree in Accounting required.
- Minimum of four years progressive accounting experience.
- Experience with not-for-profit financial accounting highly desired.
- Knowledge and experience with integrated accounting systems for general ledger desired.
- Excellent knowledge of Microsoft Excel. Proficient to excellent knowledge of Microsoft Word and Outlook.
- Ability to work collaboratively with others inside and outside the organization.
- Impeccable integrity and a positive, "can do" attitude.
- Strong organizational and time management skills.
- Excellent oral and written communication skills.
- Effective team player who demonstrates reliability, cooperates and pitches in to help, exhibits flexibility, and executes good judgment.
- Ability to manage multiple tasks and heavy workload.