



Open: 08/28/2024

Close: 09/03/2024

DEPARTMENT: Administration

Internal /External Announcement: 17

JOB TITLE: Senior Accountant

SALARY: See HR

JOB DESCRIPTION: Functions as the Lead Accountant to establish and maintain sound fiscal policies for the Pastoral Institute. Works closely with the Leadership Team to meet strategic goals established by the Board and Leadership Team. Manages in coordination with the Leadership Team all legal/liability issues of the organization.

Essential Duties and Responsibilities:

Prepares detailed annual budget (working with Leadership) for presentation to the Board of Trustees.

Establishes and provides monthly program feedback relative to income, expenses and other budgetary matters. Has direct responsibility for the coordination of all financial matters concerning the Pastoral Institute operations.

Reconciles payroll taxes. Pays 941 taxes, signs and approves.

Supervises all general accounting functions and periodically reviews and upgrades the financial management reporting system.

Ensure quality control over financial transactions and finance reporting.

Develop and document business processes and accounting policies to maintain and strengthen internal controls.

Prepares/reviews adjusting entries and schedules for annual audit; schedule audit and work with auditors in answering questions, providing necessary information and explaining accounting/financial system; review audit results and implement necessary/recommended internal controls and/or other revisions.

Reconciles and approves bank statements and investment statements on a monthly basis to prepare for period end in SAGE.

Acts as liaison for PI Foundation to oversee and monitor the endowment funds. Requests funds to support PI operations from investments.

Manage and comply with local, state and federal government reporting requirements and tax filings to include payroll tax returns.

Coordinate and direct the preparation of the budget and financial forecasts and report variances. Analyze budget revenues/expenditures as needed. Prepare department budget requests and monitor expenditures for compliance with approved budget.

Prepare and publish monthly financial statements of the organization.

Prepare/Review adjusting entries and schedules for annual audit; schedule audit and work with auditors in answering questions, providing necessary information and explaining accounting/financial system; review audit results and implement necessary/recommended internal controls and/or revisions.

Understand and manage funded grants and cash requirements for the organization. In Coordination with the Director of Advancement develop grants, budgets and track grant funds.

Assures appropriate and cost-effective insurance coverage--professional liability, building contents.

Reviews, approves and executes all financial agreements of the organization.

Coordinates personnel functions with special emphasis on the financial aspects of the fringe benefit program to include Workman's Comp, health/life/disability.

Upon request, review detailed cost analysis on projected new programs that meet strategic goals.

Serves as the Red Flag Compliance Officer.

Stays abreast of national trends and innovations in financial administration. Consistently continues education and research to improve organizational programs and self-growth.

Provides liaison with the Board of Trustees on financial matters; works closely with the Finance Committee of the Board of Trustees.

Maintain Board of Trustees quarterly and maintain financial records for the Pastoral Institute Foundation.

Prepares schedules and reconciles various general ledger accounts as needed.

Makes all necessary general ledger entries.

Prepares and inputs other journal entries as required on a monthly basis.

Attend all Leadership and Board Meetings.

Cross Training on all accounting functions.

Other duties as assigned by the Executive Director.

Educational Requirements: College graduate, preferably with a Master's degree in Business Administration and/or Finance.

Experience: Minimum of five (5) years of financial reporting and management experience, preferably in a nonprofit setting. Excellent verbal and written skills. Ability to interact professionally internally and externally as an ambassador of the organization.

Pastoral Institute is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, disability, sex, sexual orientation, gender identity or expression, age, national origin, veteran status, genetic information, union status and/or beliefs, or any other characteristic protected by federal, state, or local law.