



Sisters of Charity of Nazareth  
Job Description

**Job Title:** Senior Accountant

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Exempt (Y/N): No

Department: Provincial Office of Finance Administration

Reports to: Director of Finance

Date: 2018

Wage Range: N-8

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**Summary/Objective:** The Senior Accountant, under the supervision of the Director of the Province Office of Finance Administration, performs accounting functions and provides minimal supervision to the congregational ministries. The Senior Accountant is responsible for overseeing and managing the accounting systems and financial transactions within the Province Office of Finance Administration. The senior accountant applies generally accepted accounting principles to analyze the financial information and prepare accurate, timely financial statements by performing the following duties.

**Essential Functions:**

- Congregational Ministries – Assists and oversees the congregational ministries with their monthly financial statements, annual audits, and annual budgets. Reviews and analyzes their financial statements and provides assistance with their audit preparation questions. Copies of their financial statements, audits, and budgets are shared with the Director of Finance. Upon request from the Director of Finance prepares a summary report of the ministries' financial information.
- Financial Statements – Any necessary journal entries are prepared, recorded, reviewed, and posted in the accounting software. The general ledger accounts are monitored, reconciled, and balanced with any accounting discrepancies, problems, or issues resolved. Maintains all fixed asset depreciation schedules. Reviews, analyzes, and prepares the monthly financial statements. Distributes accurate monthly financial statements on a timely basis. Upon request from the Director of Finance prepares an analysis report of the financials.
- Government Reporting - Reviews and compiles all income tax documents received, determines the need to file individual income tax returns for the members of the congregation, and prepares the tax returns. For any questions or issues, contacts the member regarding their tax information and follows up with the IRS. Monitors receipt of refunds and payments due to the IRS. Researches various tax issues, resolves and responds to any IRS notices.
- Government Benefits - Enrolls the members of the congregation in government benefit programs such as Social Security, Medicare and Medicaid. Verifies the sisters at nursing

homes are enrolled in the correct program. Maintains a thorough understanding of programs available and researches special situations as needed. Monitors the enrollment status of all members of the congregation.

- Payroll – Employee payroll records and detail are maintained by the Human Resources department. The senior accountant assists the HR department by reviewing summary information and preparing the monthly payroll invoices by department. Maintains and monitors the payroll account cash balance.
- Cash– Maintains and oversees the check registers. The assigned bank account statements are reconciled. A cash flow analysis is performed for the operating and payroll account. Responsible for maintaining an adequate cash balance to cover the cash needs.
- Record Keeping - Maintains financial records in an accurate, timely, and orderly manner. Ensures all computer files, paper files, and financial records are maintained in compliance with the departmental policies and procedures.
- Audits – Coordinates and assists with the annual audits as needed. Verifies year end financials are prepared according to GAAP. Compiles all necessary schedules and reports for the auditors, including functional expense calculations, consolidated eliminations, and fixed asset depreciation. Reviews the audit reports for accuracy.
- Assistance - Assists the members of the congregation, Province Leadership, other Sisters of Charity of Nazareth employees, and vendors as necessary. Supports and assists other department staff members as necessary.
- Accounting: Possess advanced accounting skills with knowledge of GAAP. Proficient in general ledger accounting, accruals, deferrals, account reconciliation and financial statement analysis.
- Auditing: Possess knowledge of auditing procedures, internal controls and auditing standards.
- Tax: Knowledge of income tax rules and regulations.
- Other duties may be assigned.

**Qualification Requirements:** To perform this job, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Competencies:**

- Ethical Conduct

- Confidentiality
- Analytical
- Communication
- Independent Worker
- Problem Solver

**Supervisory Responsibility:** This position has minimal supervisory responsibilities of the POFA staff under the direction of the Director of Finance.

**Education/Experience:** A four-year Accounting Degree from college or university; six or more years related experience and/or training in the performance of finance department responsibilities; or equivalent combination of education and experience. Person in this position is expected to be available for no less than 40 hours of annual in-service or training relating to the development or maintenance of skills necessary to the performance of duties. Strong computer skills required with good working knowledge of MS Office applications including word processing, spreadsheet and database software as well as standard accounting software and internet software. Must have a strong understanding of accounting theory and generally accepted accounting principles.

**Licenses/Certificates:** Must have a valid driver's license and the ability to be bonded.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This role may be sedentary at times; however, this position requires standing, walking, bending and kneeling. The employee may frequently lift and/or move items up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, laptops and smartphones.

**Position Type/Expected Hours of Work:** This is a Full-Time position. Hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m., 40 hours per week.

**Travel:** Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

- In addition to the above requirements, it is also your obligation as an employee to understand and uphold the mission, charism, values and language of the Sisters of Charity of Nazareth.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_