



Regional Office
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JOB DESCRIPTION

Saint John Paul II Catholic Academy

JOB TITLE: Senior Staff Accountant
DEPARTMENT: Business Office

SUMMARY: The Senior Staff Accountant is responsible for performing the accounting, financial and operational analysis for the corporation and site campuses. This role will require the ability to work in a team environment in coordination with the Director of Finance and Operations, Academy Director, Principals and Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Director of Finance and Operations with the preparation of all financial reporting activities; including analysis and reconciliation of all revenue, expense and balance sheet accounts, budget/variance analysis and preparation of interim and annual financial statements;
- Oversee the daily accounting and operational workflows, systems and controls in light of compliances;
- Oversee banking and treasury activities, cash flow and forecasting;
- Reconcile general ledger accounts, ensuring compliance with Generally Accepted Accounting Principles
- Prepare monthly reconciliations and analyses of all accounts, supporting work papers and monthly financial reports;
- Assist Director of Finance and Operations with development and monitoring of operational and capital budgets, cost/variance analysis and projections to program requirements and success;
- Process checks and maintain supporting documentation;
- Assist Director of Finance with the annual audit process, including preparation of audit work papers, account analysis, reconciliations and all supporting documentation. Interface with external auditors, as needed;
- Interact in positive and professional manner with Academy staff and visitors;
- Perform other related duties as assigned or requested.

QUALIFICATIONS:

- Bachelors Degree in Accounting or Finance;
- Minimum of 3 years experience;
- Demonstrated experience managing accounting/financial reporting operations, systems controls and procedures; operational and capital budgets;
- Strong analytical skills with experience incorporating a strategic vision into operational plans;
- Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP);
- Proficiency in QuickBooks Pro and Microsoft Office;
- Ability to work in a team environment with all levels of management and staff;
- Excellent communication and interpersonal skills; and
- Willingness to support the mission of the Catholic Church.
- Will consider reduced work week.

PHYSICAL PERFORMANCE ELEMENTS:

- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit for up to 8 hours/day.
- Ability to lift up to 20 pounds.

The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.