

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Catholic School

POSITION: Regional School Accountant

CATEGORY: Exempt

POSITION STATUS: Full Time

SUPERVISOR: School Principals and Schools Finance Officer

JOB SUMMARY: The School Accountant provides day-to-day fiscal and operational services for three diocesan elementary schools in the Vallejo region. Accounting services will be performed using the accrual method of accounting in accordance with diocesan and generally accepted accounting policies and procedures. The School Accountant reports to the Vallejo Principals and the Schools Finance Officer, and is expected to: i) support each school's mission and philosophy; ii) follow the policies of the Diocese of Sacramento; and iii) adhere to the directives set by each school's administration as reflected in staff and parent handbooks.

ESSENTIAL FUNCTIONS:

Cash Receipts Cycle

- Record cash receipts in the general ledger using information from the school's tuition management system, which also serves as each school's accounts receivable subsidiary ledger
- Implement process improvements that continue automating the cash receipt process
- Assist in financial aid management process and oversee collection activities
- Make weekly bank deposits as needed during the course of business
- Perform month-end reconciliation procedures

Cash Disbursement Cycle

- Process vendor invoices and prepare checks for principal signature
- Record checks in the general ledger and cash disbursements journal
- Perform month-end reconciliation procedures
- Prepare annual Form 1099 for vendors

Payroll and Benefits

- Obtain and gather applicable payroll and employee benefit information for processing
- Compute wages and withholdings and process payroll through ADP
- Maintain employee benefit elections and communicate employee benefit options to school employees
- Prepare employee payroll and benefit status change forms as needed
- Perform month-end reconciliation procedures
- Prepare annual Form W-2 for employees

General Ledger and Financial Statements

- Maintain chart of accounts and prepare monthly journal entries using the accrual method of accounting
- Reconcile bank accounts and other general ledger accounts on a monthly basis
- Review general ledger activity and post adjusting journal entries on a monthly basis
- Prepare monthly financial statements (e.g., income statement, balance sheet, budget to actual variance analysis) for distribution to stakeholders
- Prepare each school's annual budget and assist in setting annual tuition rates
- Prepare monthly revenue, expense and cash projections, specifically forecasting for each school's sources and uses of cash on a weekly basis

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Regional School Accountant Job Description (Continued)**

Other

- Performs additional duties as requested by each principal, which may vary by school
- Assist in periodic diocesan internal control reviews and implement recommendations outlined in management report
- Visit each school a minimum of two days per week, unless directed otherwise by each principal

General Responsibilities:

- Communicates professionally and in a timely manner
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Participates in ongoing evaluation for accreditation as it relates to school finances

MINIMUM QUALIFICATIONS:

Education: Bachelor’s Degree with emphasis in accounting

Experience: Three years of experience in accounting

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church required
- Confirms knowledge of each school’s mission
- Displays competence in accounting practices
- Exhibits ability to meet deadlines and manage multiple responsibilities
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in QuickBooks, Excel and Microsoft Word
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE:

DATE

SUPERVISOR SIGNATURES:

DATE
