



## **HISTORIC MISSION SAN JUAN CAPISTRANO STAFF ACCOUNTANT**

### **SUMMARY:**

The Staff Accountant is a full time, non-exempt position and is responsible for preparing and managing financial records (assets, liabilities, revenues and expenses, fund balances) for Historic Mission San Juan Capistrano accounts and Mission Preservation Foundation accounts. The Staff Accountant supports the Mission values of Safety, Stewardship, Service, and Experience.

**REPORTS TO:** Accounting Director/Controller

**SUPERVISION RECEIVED AND EXERCISED:** Receives general direction from Accounting Director/Controller. May exercise general supervision over professional, technical, and clerical staff as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Technical and clerical accounting functions including revenue and expense recognition, accounts payable, accounts receivable, cash management, payroll, and budget management.
- Assist with both entity's annual budget; verify budget funds and accounts; review budget requests and expenditures to ensure proper account coding.
- Prepare financial reports on transactions; monitor revenue and expenditures, compared to budget.
- Prepare monthly financial statements; analyze and identify revenues and expenditures; prepare worksheet summaries of billings, cash receipts and other accounts receivable transactions.
- Complete bank reconciliations for multiple bank accounts.
- Post entries to the general ledger; audit and analyze accounting transactions.
- Reconcile membership and donation transactions to Raiser's Edge monthly.
- Assist with annual audit.

- Assist with preparation of year-end financial reports.
- Process and submit bi-weekly payroll as assigned.
- Assist Mission Store buyer with routine orders.
- Communicate employee benefit changes with Diocese, as needed.
- Review inventory accounts monthly.
- Support the annual inventory audit.
- Perform related duties as needed.

## **QUALIFICATIONS:**

### **Job Knowledge, Skills and Abilities:**

- Competency in the ability to interpret and implement general accounting work, principles, and practices.
- Knowledge of the operational characteristics, services and activities of a professional accounting, retail, development, and payroll software programs such as Sage, Quick Books, TAM, Raiser's Edge, and ADP.
- Knowledge and ability about the principles and best practices of auditing, budget preparation, budget administration, financial record keeping and reporting.
- Knowledge and ability to interpret and apply Federal, State and local policies, laws and regulations.
- Ability to communicate clearly verbally and in writing.
- Knowledge of the Mission organization, and appreciation of operating details of a non-profit entity.
- Knowledge of outside funding sources and the ability to prepare and administer grants.
- Establish and maintain effective working relationships with co-workers and vendors.
- Ability to manage a heavy workload and prioritize to meet deadlines.

## **EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain knowledge and abilities would be:

**Education:** Bachelor's Degree or equivalent from an accredited college or university with major work in accounting.

**Experience:** Five years increasingly responsible professional experience including two years of supervisory responsibility.

### **WORKING CONDITIONS**

- Working environment includes an office setting and occasional outdoor setting on the Mission grounds including exposure to inclement weather
- Job function requires exposure to extensive use of computer keyboarding.
- Job functions may require maintaining physical condition necessary for sitting for prolonged periods of time; climbing stairs; walking on uneven ground; reaching or kneeling; extensive use of computer keyboard; ability to lift 15 to 20 pounds.