

Columbus Catholic Schools

Job Description



Job title	<i>Senior Staff Accountant</i>
Reports to	<i>Director of Finance & Personnel</i>

Duties & Responsibilities

Working closely with the Director of Finance and Personnel, the Senior Staff Accountant is responsible for the daily accounting operations of Columbus Catholic Schools. This position performs transactional accounting, payroll, financial report downloads, banking and investment account reconciliations, tuition accounting, and compliance activities while ensuring the accuracy and integrity of the School System's financial records.

General Accounting

- Maintains the general ledger and records all financial transactions in accordance with generally accepted accounting principles (GAAP), diocesan policies, and Columbus Catholic Schools procedures.
- Prepares and posts journal entries, recurring entries, accruals, adjustments, and reclassifications.
- Maintains supporting documentation for all accounting transactions.
- Reconciles general ledger accounts on a monthly basis and investigates discrepancies.
- Assists in maintaining the chart of accounts and accounting system integrity.
- Maintains complete and accurate accounting records and financial documentation.

Accounts Payable

- Processes vendor invoices for payment after verifying appropriate approvals and supporting documentation.
- Prepares accounts payable batches and electronic payments.
- Maintains vendor records, including W-9 information.
- Prepares annual Forms 1099 and related reporting.
- Responds to vendor inquiries and resolves payment issues.
- Maintains organized accounts payable files.

Accounts Receivable

- Records and reconciles receipts for tuition, parish subsidy, fees, donations, grants, and other revenue.
- Assists with tuition billing and collection processes.
- Maintains detailed tuition and parish subsidy accounting records.
- Prepares aging reports and assists the Director with collection activities.
- Reconciles accounts receivable balances with the FACTS subsidiary ledger monthly.

Payroll Administration

- Processes payroll accurately and on schedule.
- Maintains payroll records for all employees.
- Processes new hires, employee changes, deductions, and terminations within the payroll system.
- Calculates payroll adjustments, supplemental payrolls, and leave balances.
- Ensures accurate payroll allocations to departments and programs.
- Maintains payroll records in accordance with applicable record retention requirements.

Payroll Tax Compliance

- Prepares payroll tax deposits for Director approval.
- Files all federal, state, and local payroll tax returns.
- Prepares quarterly payroll tax reports.
- Prepares annual Forms W-2, W-3, and related year-end payroll filings.
- Coordinates retirement plan contributions and benefit deductions.
- Maintains payroll tax records and supporting documentation.

Bank and Account Reconciliations

- Performs monthly bank reconciliations for all operating, payroll, savings, and investment accounts.
- Reconciles credit card accounts and other balance sheet accounts.
- Investigates and resolves reconciling items promptly.
- Provides completed reconciliations to the Director for review and approval.

Financial Reporting

- Prepares monthly financial statements for review by the Director of Finance and Personnel.
- Produces supporting schedules and variance analyses.
- Prepares monthly budget-to-actual reports.
- Assists in preparing quarterly and annual financial reports.
- Provides financial reports requested by school administrators and department managers.

Fixed Asset Accounting

- Communicates and coordinates with the auditor the following fixed asset records:
 - The fixed asset inventory.
 - The yearly additions, disposals, transfers, and retirements of capital assets.
 - The supporting schedules for buildings, equipment, technology, furniture, and other capital assets.
- Reviews the auditor calculated depreciation in accordance with established capitalization policies.
- Assists with annual physical verification of fixed assets.

Budget Support

- Assists the Director in preparing the annual operating and capital budgets.
- Compiles historical financial information and budget worksheets.
- Assists school administrators with budget development.
- Prepares budget reports and supporting analyses.
- Assists in monitoring expenditures against approved budgets.

Audit Support

- Assists in preparing audit workpapers and supporting schedules.
- Assists external auditors during annual financial audits.
- Responds to requests for financial documentation.
- Assists with implementation of audit recommendations.
- Maintains organized accounting files to support audit activities.

Internal Controls & Compliance

- Follows established internal control procedures.
- Maintains separation of duties and safeguards organizational assets.
- Assists with preparation of financial reports required by the Diocese, federal agencies, state agencies, and grantors.
- Ensures accounting records comply with diocesan policies and applicable accounting standards.
- Maintains confidentiality of financial and payroll information.

Administrative Support

- Assists with tuition assistance accounting and scholarship reporting.
 - Assists with parish subsidy calculations and reporting.
 - Provides accounting support to school administrators and department personnel.
 - Prepares correspondence and reports related to accounting responsibilities.
 - Cross-trains with other finance office personnel to ensure continuity of operations.
 - Performs other duties as assigned by the Director of Finance and Personnel.
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Qualifications

- Bachelor's degree in accounting, Finance, or Business Administration required.
 - Three to five years of progressively responsible accounting experience preferred.
 - Experience with nonprofit accounting, payroll, and fund accounting preferred.
 - Knowledge of payroll processing and payroll tax reporting.
 - Experience preparing financial statements and account reconciliations.
 - Proficiency with accounting software and Microsoft Excel.
 - Strong analytical, organizational, and problem-solving skills.
 - Excellent attention to detail and accuracy.
 - Ability to maintain strict confidentiality.
 - Ability to communicate effectively with employees, vendors, school administrators, pastors, diocesan personnel, and auditors.
 - Commitment to the mission and values of Catholic education.
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Physical Requirements

- Ability to sit or stand for extended periods.
 - Ability to operate standard office software.
 - Occasional lifting of office materials weighing up to 25 pounds.
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Employee (PRINT)

Date

Employee Signature

Date

Supervisor Signature

Date