



STAFF ACCOUNTANT II

JOB SUMMARY: Responsible for recording bank deposits and processing accounts payable invoices for Catholic Central High School, West Catholic High School, Transportation, and their supporting Foundation. Responsible for invoicing parishes and elementary schools for parish support, transportation, and shared health insurance. Also responsible for month end general entries and reconciliations.

REPORTS TO: Controller

HOURS & FLSA STATUS: Full-time 40 hours per week; nonexempt (hourly)

SPECIFIC DUTIES:

Billing and Deposits

- Record cash and check deposits in QuickBooks.
- Post tuition and scrip payments to accounts receivable in QuickBooks and to student accounts in Finals site.
- Scan checks into bank scanning software.
- Prepare and mail invoices for parish support, transportation, shared health insurance and other customer invoices.
- Record in the accounting software credit/debit card and ACH transactions from the following sources: Blackbaud Merchant Services, Give Campus, Greater Giving, Square, Worldpay etc.

Accounts Payable/Payroll

- Assemble, review, and verify vendor invoices, check requests, and expense reimbursements.
- Flag and clarify any unusual or questionable invoice items or general ledger coding.
- Post invoices and check requests to accounts payable.
- Process Company Credit Card and Amazon invoices; verify supporting documentation and expense coding.
- Assist with AP/Payroll uploads and journal entries.

Financial Aid

- Assist with reviewing family submitted financial aid in Blackbaud

Other Month End

- Prepare monthly interest income /expense entries for Deposit and Loan Accounts

- Book Depreciation and bad debt expense entries
- Update and Balance Pledges Receivable
- Book bank and credit card fees
- Balance intercompany accounts.
- Reconcile Raiser's Edge gift records with QuickBooks.
- Reconcile tuition accounts in Quickbooks and Finals site
- Reconcile bank accounts for West Catholic, Catholic Central and transportation.

General Duties

- Provide various QuickBooks reports to school staff and answer general accounting questions.
- Assist families to complete their financial aid applications.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in accounting or equivalent experience required.
- QuickBooks experience preferred.
- Advanced knowledge of Excel preferred.
- Quick and accurate keyboarding skills.
- Ability to maintain confidential and sensitive information and to handle multiple tasks with varying deadlines.
- Must be organized, detail-oriented, accurate and efficient with strong project management skills and strong verbal and written communications skills.
- Comfortable with learning and mastering multiple accounting and financial software to accomplish duties.
- Experience with customer service and client communication.
- Strong problem-solving and analytical skills.

The Diocese of Grand Rapids offers competitive benefits including paid time off, parental leave, medical, dental, vision, retirement, and Catholic Central/West Catholic High School tuition discount.

Interested candidates should complete an application for employment by clicking this [link](#).

Resume, cover letter, and references can be sent to:

dstandre@grdiocese.org

Don St. Andre, HR Director

(616) 264-6272