

St. Vincent de Paul Georgia, Inc.

POSITION: Senior Accountant
REPORTS TO: Controller
DEPARTMENT: Finance
STATUS: Full time, Salaried, Exempt



St. Vincent de Paul Georgia, Inc.

Respecting the dignity of each person, St. Vincent de Paul Georgia (SVDP) brings hope and help to those in need so they may achieve stability and move toward self-sufficiency. The focus is on preventing homelessness, fighting hunger, and changing lives. Programs include housing, utility assistance, food recovery and distribution, jobs assistance, transportation, and prescription fulfillment through an onsite pharmacy. Services are provided through the headquarters' (Council) facility, 73 Conferences (parish-based chapters) and 9 Thrift Stores.

POSITION SUMMARY

Reporting to the Controller, the Senior Accountant performs general accounting functions and complex accounting tasks, including journal entries, reconciliations, and account analyses. This position handles all accounting processes for the organization's 9 retail thrift stores, including preparing monthly financial reports for each store. This position works closely with volunteer treasurers at each store to insure that financial records are accurate and in compliance with general accounting procedures/policies. This position is also responsible for grant agreements including invoicing, collecting, payment processing and reporting requirements of each grant award. This position is responsible for rental property accounting for the 4 tenants that rent space adjacent to the Council's office. The Senior Accountant will also serve as backup for payroll processing.

Senior Accountant Job Responsibilities:

- Handles all check requests for direct aid payments and grant expenditures. Ensures supporting documentation is provided. Codes expenses to the proper grant award and reconciles spending against award amounts on monthly basis.
- Works with Grants Manager to develop budgets and reports required for each grant.
- Manages all financial, project/program and grants accounting; ensuring that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; prepares financial reports for government, corporate, and foundation grants.
- Oversees and creates monthly financial statements and reports for retail thrift stores. Communicates with store managers and volunteer treasurers on financial performance and resolves questions that arise. Files monthly sales tax return and makes tax payment.
- Reconciles all thrift store bank accounts monthly.
- Manages the daily recording of all incoming grant, corporate and foundation funds.
- Maintains the property management records for the 4 leases with tenants of SVDP. Handles recording of monthly income and expenses.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.

- Provides oversight, leadership, and training to accounting specialist and other staff.
- Performs other ad-hoc duties and special projects, as needed.

Qualifications

- Personal qualities of integrity, credibility, and commitment to SVDP Georgia's mission.
- Bachelor's degree in Accounting or equivalent with at least 5 years of experience.
- Solid understanding of GAAP and fund accounting.
- Advanced Excel skills.
- Must be highly organized with exceptional attention to detail and accuracy.
- Ability to work effectively under pressure with excellent skills in initiating solutions.
- Ability to work collaboratively and provide customer service with internal staff and external constituents.
- Multi-unit retail accounting experience preferred.
- Non-profit experience and previous experience with Financial Edge NXT software highly desired.
- Strong interpersonal and communication skills.

Compensation

Competitive salary commensurate with experience and background plus benefits, including health insurance and 401K retirement plan, 401K match, STD, LTD, Life Insurance, FSA.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may perform other related duties as may be required.

To apply, submit letter of interest, resume, and salary requirements to sbatesboston@svdpgeorgia.org.
Learn more about St. Vincent de Paul Georgia at www.svdpgeorgia.org