

Job Title: Staff Accountant/Bookkeeper
Department: Finance and Administration
FLSA: Exempt
Reports To: Director of Finance and Administration
Location: Baltimore, MD
Date Revised: 9/24/19



General Summary: For more than 40 years the Jesuit Volunteer Corps has engaged brave young believers in vital service within poor communities, fostering the growth of leaders committed to faith in action. The global nonprofit and their network of over 10,000 Former Jesuit Volunteers support approximately 250-300 Jesuit Volunteers each year as they work for justice in 37 U.S. cities and six countries abroad. For more information please visit jesuitvolunteers.org.

As an organization committed to advancing racial equity and inclusion, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.

Principal Duties and Responsibilities: The JVC is seeking a Staff Accountant/Bookkeeper. This is a new role that will be responsible for full-cycle processing of accounts payable and maintenance of vendor files; full-cycle accounts receivable and maintenance of customer files; posting of cash receipts and remote banking; and general accounting support including general ledger and reconciliations.

Principal Duties and Responsibilities

Finance Tasks

- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Review accounts for discrepancies and reconcile difference
- Prepare adjusting journal entries
- Assign entries to proper accounts

General Accounting and Other Job Functions

- Provide Tier 2 troubleshooting for internal customers' financial concerns
- Assist in preparing remote deposits
- Work with the Finance team to reconcile general ledger accounts
- Analyze budget variance reports
- Support the Director of Finance as needed

Requirements

Education

- Minimum of an Associate Degree in Accounting or equivalent experience

Experience

- Minimum five years' experience in accounting. Experience with QuickBooks and nonprofit accounting preferred.

Knowledge, Skills, Abilities

- Strong computer skills including proficiency with such programs as QuickBooks, Excel, Word, and Outlook
- The ability to excel at details, multi-tasking, troubleshooting, and working under pressure
- Self-starter with proven initiative
- Excellent organizational and communication skills (oral and written)
- Collaborative and team-oriented
- Flexible, ability to adjust to changing circumstances
- Able to maintain confidential financial information

Working Conditions

- Typical workday of 9am to 5pm with a 1-hour meal period
- Large amounts of office work; must have the physical ability to sit and stand for long periods of time; walk up and down stairs; and be able to operate a computer and other office equipment

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.