



# ***Oblate Service Corporation***

## **JOB OPENING**

**The Missionary Oblates of Mary Immaculate Provincial Office, a division of Oblate Service Corporation, is seeking applicants for a Full-Time Staff Accountant III located in Belleville, IL. The Missionary Oblates of Mary Immaculate is a nonprofit Roman Catholic congregation of priests and brothers serving poor and needy people in the United States and 70 countries around the World.**

### **Summary of Position**

The Staff Accountant III is primarily responsible for general financial detail reconciliations, recording revenue and cash counting and postings. This position is responsible for maintaining processing level of knowledge for UKG (Kronos) payroll system, training on payroll system and troubleshooting issues with payroll processing. Other key responsibilities include assisting in analyzing financial information for the organization with the ability to handle multiple priorities.

### **Essential Duties and Responsibilities**

1. Daily Journal Entries.
2. Daily Cash Receipts and recording AR payments.
3. Daily review of bank accounts for possible errors, journal entries to record transactions.
4. Responsible for reviewing and reconciling assigned GL accounts monthly.
5. General Ledger Integrity.
6. Prepare and review the monthly journal entries
7. Serve as back-up for Accounts Payable, as needed.
8. Receives and processes all other income, including Canadian.
9. Serve as back-up for Accounts Receivable, as needed.
10. Serve as a resource to the Assistant Controllers for additional duties.
11. Work independently while communicating status of priorities and work collaboratively in a team environment.
12. Examines and reviews unusual records, relying on experience and judgment, referring more complex issues to senior level employees within department.
13. Assist with GP training for staff as assigned & ability to handle multiple priorities across multiple entities.

### **Education and Experience**

4-year degree and 5-years of progressive experience in the following areas: General Ledger, Special projects, Journal entries, Bank reconciliations, Account reconciliations, month-end close, year-end close, and Microsoft Office Applications.

### **Skills and Qualifications**

This person must be detail oriented, have strong accuracy skills, work independently, and possess decision making skills with excellent communications skills. Due to financial deadlines, must be able to maintain composure under stress, be able to interact well within multiple departments and organization, understand the importance of confidentiality, know when to refer more complex problems to appropriate persons, be able to multi-task, returning to other duties while remaining focused on the job at hand.

**Interested candidates should send resume and salary requirements to:**

**Diann Donjon at [ddonjon@omiusa.org](mailto:ddonjon@omiusa.org) or Magda Valdez at [mvaldez@omiusa.org](mailto:mvaldez@omiusa.org)**

*Employee referrals are welcomed.*

*Oblate Service Corporation and its affiliates are an Equal Opportunity Employer*