



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 IV. 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 IV is tasked with key responsibilities include reconciling, compiling, and analyzing financial information for the organization, assisting in compiling budgets and financial statements currently for the fundraising office of the Missionary Oblates. Must be able to handle multiple priorities across multiple entities.

Essential Duties and Responsibilities

- Prepares and processes bi-weekly payroll for the fundraising office.
- Maintains the updating of information in the payroll (Kronos) database for the fundraising office.
- Reviews other payroll processors' reports when they process the pay date for the fundraising office.
- Work with Human Resources on insurance invoices and billings.
- Compiles and analyzes financial information for senior level employees within the department.
- Works collaboratively with the team for the preparation and analysis of various financial statements.
- Works cooperatively with the Assistant Controller and team, the distribution of fundraising financial statements.
- Assist in creating and reviewing audited financial statements.
- Work with the Assistant Controller on annual audit.
- Prepare annual 1099s
- Responsibility for bank transaction set-up and review.
- Support with monthly Annuity payments
- Work with the Assistant Controller and team for the review and recognition of Estate revenue.
- Completes labor budget for fundraising office. Communicates to other entities budgeted shared expenses.
- Works collaboratively with the Assistant Controller, the preparation and compiling of the fundraising office budget.
- Examines and reviews unusual records, relying on experience and judgment, referring more complex issues to senior level employees within department.
- Work independently while communicating status of priorities and work collaboratively in a team environment while possessing good decision-making skills.

Education and Experience

4-year degree majoring in Accounting; CPA, CMA or CIA is a plus. Must have knowledge and understanding of non-profit operations. 5-years of progressive experience in the following areas: General Ledger, Analysis of trial balance, Special projects, Journal entries, Bank reconciliations, Account reconciliations, month-end close, year-end close, financial statements, annual audits, and Microsoft Office Applications. Prior experience with computerized payroll system (Specifically UKG (KRONOS)).

Skills and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This individual must be detail oriented, possess strong accuracy and decision-making skills, and work independently. Must have the ability to interact well within a team environment and multiple departments.

Due to financial deadlines this individual must be able to maintain composure under stress, understand the importance of confidentiality, and multi-task while remaining focused on the job at hand.

Interested candidates should send resume and salary requirements to:

Diann Donjon at ddonjon@omiusa.org or Magda Valdez at mvaldez@omiusa.org

Employee referrals are welcomed.

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer