



U.S. PROVINCE OF THE MISSIONARY OBLATES OF MARY IMMACULATE, INC.

OBLATE SERVICE CORPORATION

JOB OPENING

The Provincial Administration Office in Washington, DC is seeking a ***Staff Accountant III*** to provide accounting service support to the Finance Department.

Position: **Staff Accountant III**

Position Status: **On-Site, Exempt/Full-Time, Belleville, Illinois**

POSITION SUMMARY

The Staff Accountant III is primarily responsible for reconciling financial details and recording revenue and accounts payable transactions. Additional responsibilities include reviewing and maintaining contribution classifications, tracking estates and wills, and compiling and analyzing financial information for the organization while managing multiple priorities.

Some of the Essential Duties include:

- Prepare daily and monthly journal entries
- Prepare daily transactions for Cash Receipts and Journal Entries and donor tracking system posting
- Reconcile credit card transactions
- Daily review of bank accounts and prepare journal entries.
- Maintain general ledger integrity
- Reconcile assigned general ledger accounts
- Prepare and review monthly journal entries and assist with financial statement preparation
- Prepare Journal Entries for OMSI payroll from processor's reports upon completion of payroll bi-weekly and prepare and communicate shared employee expenses.
- Knowledge and backup of job costing
- Prepare and review weekly accounts payable check runs and provide accounts payable backup as needed
- Set up ACH accounts for new vendors to enable EFT payments
- Receive and process all other income, including Canadian receipts and credit card payments
- Balance and print monthly Charitable Gift Annuity interest payments, including transfer request and void/reissues as needed
- Manage accounts receivable
- Prepare and initiate monthly contributions to the Province and track designated gifts
- Balance and print all 1099-NEC and 1099-MISC forms for IRS submission
- Work with the Assistant Controller and charitable planned giving department for the review and recognition of Estate revenue
- Support the Assistant Controllers with additional duties as needed
- Work independently, communicate priorities clearly, and collaborate effectively in a team environment while possessing good decision-making skills
- Examine and review unusual records using experience and judgment and escalate more complex issues to senior-level department staff.

Additional Duties:

1. Multiple Entity workload

Qualification Requirements

To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. The ideal candidate is detail-oriented, accurate, able to work independently, and capable of sound decision-making with strong communication skills. This role also requires the ability to meet financial deadlines, remain composed under pressure, collaborate effectively across departments and organizations, maintain confidentiality, recognize when to escalate complex issues, and manage multiple tasks while staying focused on priorities.

Education and/or 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.

Physical Demands

While performing the essential functions of the job, the employee must be able to use normal office equipment and communicate with others.

Work Hours: Monday through Friday 8:00 am to 4:30 pm or 8:30 a.m. to 5:00 p.m., position is required to be in the office

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

Diann Donjon
Human Resources Department
Or email ddonjon@omiusa.org

Address:
442 S. DeMazenod Drive
Belleville, IL 62223