



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

OBLATE SERVICE CORPORATION

JOB OPENING

The Provincial Administration Office is seeking a ***Staff Accountant III*** to provide accounting service support to their Finance Department with specific oversight of the Fundraising ministry of the Missionary Oblates.

Position: **Staff Accountant III**

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

The Provincial Administration Office invites applications for the role of **Staff Accountant III**, a key contributor to the financial stewardship of the Missionary Oblates and the fundraising ministry supported by Oblate Missionary Society, Inc. This position offers the opportunity to apply strong accounting expertise within a mission-driven, nonprofit environment where accuracy, integrity, and thoughtful analysis directly support ministries that serve communities locally and globally.

The Staff Accountant III serves as an essential member of the Finance Department, responsible for daily and monthly accounting operations, revenue and cash processing, financial reporting, and collaborative support across departments. Working closely with the Assistant Controller responsible for the fundraising ministry, this role ensures that financial information is timely, reliable, and aligned with organizational standards and goals.

Primary Responsibilities

The Staff Accountant III manages a broad portfolio of accounting functions, including:

- **Daily and monthly accounting operations** — Recording cash receipts, reviewing bank activity, preparing journal entries, and managing accounts receivable.
- **Revenue and gift processing** — Processing all income sources, including Canadian revenue, charitable gift annuity interest payments, and designated gifts.
- **Payroll accounting** — Preparing biweekly payroll journal entries using payroll processor reports.
- **Financial reporting** — Assisting with financial statement preparation, departmental reporting, and distribution of fundraising statements.
- **Audit support** — Supporting the Assistant Controller during the annual audit and collaborating with Planned Giving on estate revenue recognition.
- **Budget development** — Preparing labor budget components and communicating shared expenses to related entities.
- **General ledger review** — Reviewing unusual activity and applying professional judgment to resolve or escalate issues.
- **Accounts payable and banking** — Reviewing weekly invoices, supporting check runs, and reconciling insurance billings.
- **Cross-department collaboration** — Communicating priorities, supporting team initiatives, and performing additional duties as assigned.

Qualifications

The ideal candidate demonstrates strong analytical ability, attention to detail, and sound professional judgment. Success in this role requires the ability to manage multiple priorities, maintain confidentiality, and work both independently and collaboratively in a fast-paced environment.

Education & Experience Requirements

- Bachelor's degree in **Accounting or Finance**.
- CPA, CMA, or CIA preferred.
- Knowledge of **nonprofit operations** required.
- Minimum **five years of progressive experience** in:
 - General ledger management
 - Trial balance analysis
 - Journal entries
 - Bank and account reconciliations
 - Month-end and year-end close
 - Financial statement preparation
 - Annual audit support
 - Microsoft Office applications
- Experience with **special projects** and cross-functional financial support is beneficial.

Physical & Work Environment Requirements

This position involves prolonged periods of sitting, computer work, and repetitive hand movements. Occasional lifting of boxes or equipment may be required. Limited travel between locations may occur as needed.

Work Schedule Monday–Friday 8:00 a.m.–4:30 p.m. or 8:30 a.m.–5:00 p.m. On-site presence required; hybrid schedule available following completion of training.

Application Instructions

Interested candidates should submit a resume and salary requirements to:

Diann Donjon Human Resources Manager ddonjon@omiusa.org

Magda Luevano Human Resources Manager mluevano@omiusa.org

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