



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 St Joseph the Worker Shrine and the Immaculate Heart of Mary Residence in MA.

Position: **Staff Accountant III**

Position Status: **Exempt/Full-Time, Lowell, Tewksbury MA**

The Provincial Administration Office invites applications for the role of **Staff Accountant III**, a key contributor to the financial stewardship of the Missionary Oblates. 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.

Staff Accountant III plays a key role in supporting the day-to-day financial operations of the organization, with primary responsibility for maintaining accurate financial records, performing detailed reconciliations, recording revenue activity, and processing accounts payable transactions. This position supports Management and the Assistant Controllers by assisting with balance sheet reconciliations, monthly and year-end close activities, audit preparation, financial statement preparation and review, payroll functions and the annual budgeting process.

Essential Duties and Responsibilities

- **Financial records:** Maintain and update general ledger accounts with precision.
- **Reconciliations:** Perform detailed reconciliations of accounts, including balance sheet items.
- **Revenue activity:** Record and monitor revenue transactions to ensure proper recognition.
- **Accounts payable:** Process vendor invoices and payments in compliance with organizational policies.
- **Month-end close:** Assist with monthly close activities, ensuring timely and accurate reporting.
- **Year-end close:** Support year-end close and audit preparation, including schedules and documentation.
- **Financial statements:** Contribute to preparation and review of financial statements.
- **Payroll functions:** Assist with payroll processing and reconciliation.
- **Budgeting process:** Support the annual budgeting cycle with data collection and analysis.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
- 3–5 years of progressive accounting experience, preferably in a nonprofit or complex organizational setting.
- Proficiency in Microsoft Office and accounting software.
- Strong analytical skills with attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Effective communication and collaboration skills.

Qualification Requirements

The ideal candidate is detail-oriented, accurate, able to work independently, and capable of sound decision-making with strong communication skills. Success in this role requires the ability to meet financial deadlines, remain composed under pressure, collaborate effectively across departments, maintain confidentiality, escalate complex issues appropriately, and manage multiple priorities with focus and professionalism.

Education and Experience

- Bachelor's degree in Accounting or related field.
- Minimum **5 years of progressive experience** in:
 - General Ledger
 - Journal Entries
 - Bank Reconciliations
 - Accounts Payable & Accounts Receivable
 - Account Reconciliations
 - Month-End and Year-End Close
 - Microsoft Office Applications

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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