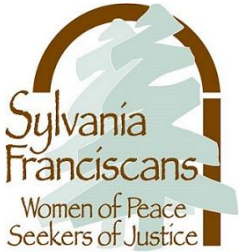


## SISTERS OF ST. FRANCIS, SYLVANIA, OHIO



<b>POSITION DESCRIPTION:</b>	Staff Accountant
<b>DATE:</b>	January 1, 2022
<b>SUPERSEDES:</b>	n/a – new position
<b>REPORTS TO:</b>	Senior Staff Accountant
<b>CLASSIFICATION:</b>	Full-time; Exempt
<b>SUPERVISES:</b>	n/a

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**GENERAL SUMMARY:** Responsible for monthly bank reconciliations, fixed asset recordkeeping, billings to affiliates, management of vehicle fleet and related programs, preparation of personal tax returns for the Sisters of St. Francis, reconciliation of donor records with Advancement Office, accounting for SOSF Foundation and financial recordkeeping for Sylvania Franciscan Ministries. Provide oversight to Convent Park Apartments property manager on accounting issues and financial reporting. Assist in preparation of other various workpapers, audits, 990 returns and other projects as needed.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Promote the values of the Sisters of St. Francis (SOSF) by demonstrating behaviors supportive of a commitment to reverence, service and stewardship, including respect and involvement, teamwork, open and effective communication, and efficient and effective resource use. Adhere to SOSF policies, procedures and objectives. Exhibit professional attitude in attire, workspace and interpersonal communications.
2. Prepare monthly bank reconciliations.
3. Interface with contracted fleet manager to coordinate vehicle fleet including vehicle additions, disposals, repairs, fuel card program, etc.
4. Prepare Sisters' annual tax returns for review by Finance Director.
5. Prepare workpapers and analysis to generate monthly billings to affiliates. Work with Finance Director to coordinate shared projects with campus affiliates.
6. Maintain SOSF fixed asset database and records.
7. Responsible for financial recordkeeping of SOSF Foundation including quarterly financial reports.
8. Provide oversight and support to Convent Park Apartments property manager on accounting issues, budgeting and financial reporting.
9. Prepare monthly summary of Sylvania Franciscan Ministries (SFM) financial reports.
10. Interface with Advancement Office to reconcile monthly donations.
11. Work closely with Senior Staff Accountant to prepare annual Form 990s for SFM ministries.
12. Assist in preparing workpapers for annual SOSF review/audit and Bethany House audit.

13. Work with department supervisors and Senior Staff Accountant in preparation of annual SOSF budget.
14. Resolve SOSF credit card issues, open/close cards.
15. Perform petty cash function.
16. Complete other duties as assigned by Finance Director or Senior Staff Accountant.

**SKILLS AND ABILITIES REQUIRED:**

- Excellent communication and interpersonal skills to respond to questions from internal and external contacts in a pleasant, friendly and professional manner.
- Ability to handle sensitive information in a confidential manner.
- Organizational skills and good judgment to prioritize workflow and maintain files; ability to handle pressure of deadlines.
- Initiative, good judgment and team player mentality.
- Excellent analytical and problem-solving skills.

**WORKING CONDITIONS:**

Normal office environment with frequent disruptions and deadlines.

**QUALIFICATIONS:**

- Bachelor's degree in accounting required.
- Experience in non-profit accounting preferred but not required.

To apply, please send current resume to Jenifer Belt, Chief Operating Officer and General Counsel for the Sisters of St. Francis of Sylvania, Ohio, at [jbelt@sistersosf.org](mailto:jbelt@sistersosf.org).