



SENIOR ACCOUNTANT

JOB DESCRIPTION

Job Title: Senior Accountant

Department: National Office - Mendota Heights, MN

Reports To: Controller

Status: Non-MPD, salaried, FLSA exempt, Full Time

Last Updated: 04/15/2024

The Opportunity

SPO is seeking a Senior Accountant to join our Finance and Administration team onsite at our National Office. We are looking for a person who has long-term potential to advance in the organization: a mission-driven individual with strong functional and interpersonal skills. This person will manage Payroll, General Ledger, and Month End processes. This role requires intellectual curiosity and capabilities in accounting, financial analysis, problem solving, collaboration and effective communication.

Responsibilities

- Responsible for oversight of our general ledger, ensuring accurate entries are recorded in QuickBooks
- Daily monitoring of bank account, reconciling transactions in QuickBooks
- Assist with the month-end closing process to ensure timely and accurate financial statement preparation, preparing and/or reviewing assigned monthly/quarterly account reconciliations
- Run Payroll twice a month through Paychex, working closely with HR and the National MPD team to develop good communication strategies to allow information to be shared effectively and efficiently.
- Record payroll liabilities and maintain all payroll operations according to SPO policies and procedures.
- Perform weekly cash flow analysis for Controller and VP of Finance and Operations
- Manage weekly disbursements including lease payments, benefits, reimbursements, insurance and general Accounts Payable
- Manage the monthly credit card expense management system and credit card program
- Assist with the preparation of financial reports for national and regional leaders
- Respond to inquiries and information requests from national and regional leaders
- Assist with annual financial audit and budget preparation
- Assist in the continuous improvement of existing financial processes and internal controls and maintain accounting procedures manual
- Review W2s and 1095 statements and prepare 1099s annually



Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Experience with processing multi-state payroll desired
- Working knowledge of QuickBooks Enterprise and nonprofit GAAP accounting desired
- Ability to maintain confidentiality, integrity, and professionalism
- Business acumen and ability to collaborate cross-functionally
- Process-oriented and process improvement skills
- Microsoft Excel skills required
- Strong organizational skills with attention to detail
- Committed to the work of evangelization, discipleship, and living in accordance with the mission and teachings of the Catholic Church

Education/Experience:

Bachelor's degree in accounting/finance/similar or equivalent experience.

Other Knowledge, Skills, and Other Abilities:

- Sales Tax experience helpful
- Ability to adapt in a fast-paced entrepreneurial environment
- Dependable, flexible, and proactive
- Strong interpersonal and communication skills, both oral and written

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, hear, and talk. The employee is regularly required to sit and use hands.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment for this position will operate in a variety of settings including working in an office at a computer and on the phone, attending office meetings, and attending events.