

Our Sunday Visitor

Date Posted: November 11, 2009

Job Title: Accountant

Job Summary:

Assist controller in monthly/yearly preparation of accounting reports and financial statements. Perform daily cash application function including posting and researching cash payments.

Essential Job Functions (*=Non-essential tasks):

- Post daily book, periodical, curriculum, and offertory solutions payments in conjunction with other staff members
- Preparation of various monthly journal entries
- Preparation of various monthly accounting reports
- Responsible for fixed asset accounting via (FAS system)
- Responsible for royalty administration and payments
- Assist Controller with budget worksheet preparation
- Reconcile various balance sheet accounts
- * Other duties as required

Requirements:

Experience:

- A minimum of three years experience in accounting
- Working Knowledge of accounting procedures
- Previous experience with Microsoft Excel and other Office Products
- Previous working experience with computers and accounting software

Education:

- Associate's degree in accounting or related field of study is required

Skills and Abilities:

- Proven skills with analytical / problem solving
- Must be detail oriented
- Self directed, team player and self motivated
- Ability to maintain confidentiality
- Excellent written and verbal communication
- Strong organizational skills
- Proficient multitasking skills
- Ability to work within deadlines

(The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management).