



**ST. MARY'S CATHOLIC CENTER
JOB DESCRIPTION**

TITLE: Staff Accountant

CLASSIFICATION: Non-exempt

REPORTS TO: Assistant Director of Administration

TERMS: ¾ Time – Full time

GENERAL DESCRIPTION: St. Mary's Catholic Center at Texas A&M University has the mission to form apostles for the Church and the world through discipling the college students of Texas A&M University and Blinn College. The Staff Accountant is responsible for administering and maintaining accurate records relating to accounting, purchasing, and human resources and ensuring that Center and Diocesan policies are followed. The Staff Accountant is a member of the administrative team. An important value of our parish staff is reliance on prayer, thus we begin each day of work in Eucharistic Adoration.

MAJOR RESPONSIBILITIES: The Staff Accountant position requires a balance of professional administrative gifts, a hospitable personality, and thoughtfulness for the needs of others. The Staff Accountant will interact with members of the staff and community on a daily basis and should have a servant's heart. In particular, this person must have good judgement, flexibility, attention to details, and effective people skills. Particular duties include (but are not limited to):

- Accurately process invoices and disbursements.
- Code and enter all bank deposits for Operations and Development which includes reconciliation of cash and checks.
- Code and enter credit card payments and donations.
- Reconcile Operations/Development deposits to Blackbaud records monthly.
- Reconcile Endowment Fund donations/deposits to Blackbaud records quarterly.
- Filing of all invoices and deposit records.
- Assists in purchasing activities, i.e. issuing purchase orders, getting quotes.
- Assists in human resources processes.
- Any other tasks as requested or required.

QUALIFICATIONS: Some specific areas of expertise for the Staff Accountant are as follows:

- A "people-person" with motivational leadership skills.
- Must be well-organized, attentive to details, and have effective communication skills.
- A bachelor degree in accounting or related field is preferred for this position. The candidate should be proficient in the use of technology, including QuickBooks with two - three years of experience desired.
- A professional demeanor that includes the ability to set appropriate personal boundaries.
- A sense of personal integrity – keeping commitments, dealing honestly and respectfully with all persons, a commitment to personal growth and spiritual development.

JOB CONITIONS AND PHYSICAL DEMANDS: Work is performed in an open office setting with daily and weekly deadlines. The candidate may occasionally need to be present on some nights and weekends. While performing the duties of this job, the Staff Accountant is required to stand, walk, talk, reach, sit and perform repetitive motions of hands/wrists. The ability to lift and move items up to twenty pounds is occasionally required.

OTHER: This person must follow the guidelines of the Diocese of Austin regarding Ethics and Integrity in Ministry.

The Director of Administration and Assistant Director of Administration will evaluate the Staff Accountant in writing at least annually.

COMPENSATION: Biweekly pay and prorated benefits.

Updated – March 2024