**Job Title: Staff Accountant**

**Status: Regular, Full‐Time**

**Work Year:  12 months**

**Classification:  Non-exempt**

**Supervisor:  Controller**

**Functional Category: Professional II**

**Salary: $ 27.60- $39.66 / hour**

**Department: Business Office**

**Summary:** Reporting directly to the Controller**,** the Staff Accountant will be responsible for account reconciliation and financial reporting, as well as support for accounts payable, student billing, payroll, and general business office operations.

**Commitment to Diversity and Inclusion:** Diversity is a vital element of Flintridge Sacred Heart Academy’s mission to educate young women for a life of faith, integrity and truth. At Flintridge Sacred Heart, we seek to create and sustain a vibrant, inclusive community and we value and appreciate the uniqueness contained within each person so as to honor the diversity of God’s creation.

**Essential Job Functions:**

* Account Reconciliations– Reconcile a wide range of accounts, including bank reconciliations
* Journal entries and general ledger maintenance
* Financial Reporting
* Annual Audit Schedules
* Accounts Payable processing, reporting and support
* Student Billing processing, reporting and support
* Ad Hoc Projects – Provide support for other analyses and reporting needs.

**Education and Experience:**

* Bachelor’s Degree (preferably in Business, Accounting, or related field)
* 2+ years of relevant experience

**Skills, Knowledge and Abilities:**

* Microsoft Office – Proficient in Word and Excel functions; 10 key skills.
* Google Workspace – Proficient in productivity and collaboration tools (such as Gmail, Drives, Calendar, etc.).
* Experience with Financial Edge NXT a plus.
* Solid knowledge and understanding of accounting principles.
* Excellent problem-solving skills; ability to apply technology solutions to improve operations.
* Strong attention to detail, as well as strong organization, and communication skills.
* Exceptional time management skills and ability to prioritize work.
* Collaborative, flexible, and able to work effectively in a team environment as well as independently.
* Customer service oriented and ability to maintain positive interpersonal relationships.

**Physical and Environmental Conditions:**

·         Requires a majority of time (up to 70%) to be spent walking and sitting.

·         Some standing required and the ability to lift, carry and/or pull at least 10 pounds.

·         Adverse movements required such as reaching overhead, bending, or crouching.

·         Simultaneous/repetitive use of both hands is required for writing and data entry.

·         Excellent sensory skills are important (sight, hearing and speech).

Flintridge Sacred Heart Academy is an equal opportunity employer.   We evaluate all applicants without unlawful consideration of race, color, age, religion, gender, marital status, disability, veteran status or any other characteristic protected by applicable law.