



TITLE: Staff Accountant
Society of St Vincent de Paul, Particular Council of San Mateo County (SVdP)

DEFINITION:

The Staff Accountant is responsible for the management and reporting of SVdP's financial data. Duties include working with the Full Charge Booker to prepare financial statements, accurately maintain the Society's accounts and nonprofit status, and ensure compliance with GAAP financial reporting and accounting laws.

Hours: Full-Time Exempt; 40 hours/week as determined by the Director of Operations.

Supervision: Director of Operations with oversight by the Board Treasurer and Executive Director

DISTINGUISHING CHARACTERISTICS:

Reporting to the Director of Operations, this full-time administrative staff position is responsible for ensuring the financial health and stability of the Society. This includes preparing and examining SVdP's financial records, maintaining GAAP standards for financial data, conducting regular reviews and audits, and ensuring accounting records are accurate.

There will be an annual evaluation and this job description is open to revision.

EXAMPLE OF DUTIES:

1. Teaming with the Full Charge Booker to review accounts and ensure financial data is accurately managed and reported in NetSuite.
2. Reconciling the Society's bank statements and bookkeeping ledgers.
3. Reviewing payroll and employee expense reports.
4. Generating financial reports in NetSuite, eg. profit-loss statements, grant balance reports, payroll summaries, depreciation schedules.
5. Participate in budget planning and reporting.
6. Working with SVdP departments and parish conferences on charitable work guidelines and reporting.
7. Provide accounting assistance and resources to SVdP parish conferences.
8. Maintaining the Society's nonprofit status by filing the appropriate tax exemption forms (ie. IRS 990) and annual reports.
9. Reviewing accounts for GAAP standards to maintain transparency and consistency of financial records.
10. Keeping a check on the Society's finances. Monitoring the organization's accounts and conducting quarterly reviews. Completing regular fiscal analysis reports.
11. Prepare and participate in audits. Ensures everything in the organization's transaction history is correct and ready to be audited. Ensures all documentation and forms are prepared and works with auditors during the yearly audit.
12. Presenting budgets and reports to upper management.



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13. Follows and maintains organizational policies and procedures and assures compliance.
14. Adheres to safe work and welfare practices, policies and procedures.
15. Perform other duties and tasks as assigned by supervisor.

QUALIFICATIONS:

1. Proficiency in NetSuite accounting software and data entry.
2. Excellent understanding of accounting rules and procedures including the Generally Accepted Accounting Principles (GAAP).
3. Advanced knowledge and experience of spreadsheets.
4. Ability to work independently.
5. Analytical skills.
6. Knowledge and experience in nonprofit accounting and audits.

EXPERIENCE:

A successful candidate should have experience managing nonprofit finances and drawing up a budget based on income and expenditure forecasting. Experience working with auditors to complete an external nonprofit audit is important.

Other experience requirements include proficiency in NetSuite's accounting and financial software. Expert-level knowledge of spreadsheets and general ledgers is crucial. Proficiency with M365's office suite is essential for generating reports and team collaboration.

EDUCATION:

A bachelor's degree in finance, accounting or related field. Master's degree preferred.

In the absence of a bachelor's degree, a CPA or CFA certification with nonprofit accounting experience.