



Staff Accountant

Please send applications or inquiries to: jobs@pontificalmissions.org

Reports to: Assistant Controller

Location: St Petersburg, FL or New York City.

FLSA: Exempt

Position Summary

The Staff Accountant is a member of the accounting team under the Assistant Controller and will be working closely with the Senior Staff Accountant and Assistant Controller to complete audit requests, special projects, the month end close, and to present the subsequent financial reports to the CFO/Board of Directors.

Duties and Responsibilities

- Maintaining financial reports, records, and general ledger accounts.
- Enforce internal control and comply with policies and procedures.
- Recording financial transactions including bank deposits, cash receipts, out going checks and eft's, interest received, and credit card payments.
- Reconcile credit card transactions.
- Preparing journal entries, ACH payments, and assisting with monthly close processes.
- Maintaining documentation for accounts payable, purchasing, and treasury and conducting internal audits.
- Preparation of fixed asset journal entries and reporting.
- Prepare accruals, assist in AR & AP as directed by the Assistant Controller.
- Research and resolve straight forward accounting discrepancies and irregularities in a timely manner. Elevate more complex issues for resolution.
- Performing monthly bank reconciliations.
- Contributing to the development and review of annual operating budget.
- Meeting processing and reporting deadlines.
- Participate in the year-end audit annual financial statement audit by helping prepare audit schedules and information requests.
- Ensuring compliance with GAAP.
- Backup to clerical staff and other office duties as required.
- Additional ad hoc responsibilities as requested.

Education, Experience and Qualifications

- Must be a practicing Catholic in good standing with the church.
- BA/BS in Accounting
- CPA license/candidate preferred

- 2+ years of accounting experience.
- Proficiency with Microsoft office application (Advanced Excel)
- Ability to work independently and meet deadlines.
- Strong verbal and written communication and interpersonal skills
- Continuous improvement mindset
- Must be detail-oriented
- Strong organizational skills
- Experience in not-for-profit

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, printers.

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 the job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, sit, walk, use hands to finger, handle or feel; and reach with hands and arms.

EEOC Statement

The Pontifical Mission Societies (“TPMS”) is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. TPMS strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender, marital status, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All TPMS employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

TPMS complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Florida Civil Rights Act of 1992, and all applicable state or local law. Consistent with those requirements, TPMS will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

As a Catholic organization recognized by the United States Conference of Catholic Bishops, TPMS reserves the right under Federal law (42 U.S.C.A §2000e-2(e)) and Florida law (Fla. Stat. §760.10(10)) to hire those of the Catholic faith for positions where practice and knowledge of the Catholic faith, its tenets, and beliefs, are necessary for the work required. Further, TPMS retains the ability to hire employees whose lifestyle upholds the teachings of the Roman Catholic Church.