

## Archdiocese of Anchorage Job Description



<b>Job title:</b> Staff Accountant – Accounts Payable/Payroll	
<b>Full-time:</b> FT- Regular <b>Part-time:</b>	<b>Exempt:</b> X <b>Nonexempt:</b>
<b>Reports to:</b> Chief Financial Officer	
<b>Direct Reports:</b> None	
<b>Job Purpose</b> To provide the Accounting Staff with a high level of accounting assistance with the main focus being Accounts Payable, Payroll & Employee Benefits.	
<b>Essential Duties and Responsibilities:</b> The Staff Accountant will perform the following duties: <ul style="list-style-type: none"><li>• Responsible for payroll processes</li><li>• Responsible for accounts payable processes</li><li>• Responsible for staff benefits management</li><li>• Work with Finance team on Audit preparation and other group projects</li><li>• Provide assistance to program directors with financial and budget related matters</li><li>• Maintain sub-ledger spreadsheets and related files for accounts payable, payroll &amp; benefits, and other related diocesan business</li><li>• Execute daily accounting functions related to the overall performance of the Financial Services Department</li><li>• Perform related duties as assigned by supervisor</li><li>• Maintain compliance with all company policies and procedures of the Archdiocese</li></ul>	

**QUALIFICATIONS**

**Competencies:**

Must be/have:

- Knowledge of Generally Acceptable Accounting Principals (GAAP)
- Ability to think analytically and problem solve technical accounting issues
- Excellent attention to detail and accuracy when accomplishing tasks using good documentation, organization, and time management skills
- Ability to work with minimum supervision and prioritize work load
- Must be able to multi-task and adjust to changing priorities
- Ability to work under pressure and be flexible regarding time and deadlines
- Excellent interpersonal, oral, and written skills
- Competence with all Microsoft applications with a strong emphasis on Excel
- Willingness and ability to support the Mission of the Archdiocese of Anchorage

Must demonstrate:

- Self-confidence
- Initiative
- High degree of professionalism
- Flexibility
- Team player capabilities
- Dependability and punctuality
- Motivation
- Discretion
- Ability to maintain confidentiality
- Ability to treat each individual with dignity and respect

**Education:** Bachelors degree in accounting or finance preferred

**Experience:** Minimum four years practical experience in non-profit accounting. Equivalent of six years accounting experience including two years practical experience in nonprofit atmosphere may be substituted. At least one year hands on knowledge of broad based accounting (e.g., general ledger, accounts receivable, accounts payable, payroll, bank reconciliation, etc.).

**Physical Requirements/Working Conditions:**

- Ability to work at a computer terminal for long periods of time
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen, and speak clearly on telephone

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor's signature:**

**Date:**

**Approved by HR:**

**by:**