

**Job Title: Manager of Accounting****Reports to:** Controller**Mission of St. Monica Catholic Church: "To form loving disciples who will transform the world."****Overview:**

The Manager of Accounting position at St. Monica Catholic Church. We are a Roman Catholic church in the Archdiocese of Los Angeles. We serve 7,000+ families through over 100 ministries with a dedication to serving the poor. The role will initially involve accounting for the parish, followed by expanding into a shared services role supporting a TK-12 school with 700 students. The ideal candidate should reside on the west side or be willing to relocate to Santa Monica.

**Responsibilities:**

- Financial reporting and preparation of monthly financials
- Budgeting
- Maintaining investment portfolio
- Assisting in maintaining Chart of Accounts (COA) and cost/project center panel
- Preparing and booking journal entries
- Preparing bank reconciliations
- Coordinating with Accounts Payable to close out month and book allocations between entities
- Maintaining ad hoc schedules
- Assisting in preparing assessment reports
- Completing an automated reconciliation
- Implementing process improvements and process reengineering
- Ensuring three separate legal entities are kept separate in accounting and processing

**Requirements:**

- Up to 4 years private or Big 4 experience preferred
- CPA or pursuing preferred
- Strong knowledge of accounting, accounting systems, and accounting operations
- Willingness to be part of transformational change
- Ability to work independently with guidance available
- Bright and enthusiastic
- Interested in adding value, implementing new systems, and scaling existing systems or adding on top of existing enterprise

**Systems:**

Blackbaud NXT for FE and RE, QuickBooks Premium, MS Dynamics. Additional add-on systems: Expensify, Tsheets, Bill.com, FACTS, and Diamond Mine

**Salary and Benefits:**

Salary range: \$75,000-\$85,000 Full-time exempt

Benefits include medical, dental, life, and 403(b)

Bonus potential