



## **JOB DESCRIPTION**

**Job Title:** Accounting Specialist

### ***MISSION STATEMENT***

*As partners in ministry, we commit to further  
the mission of the Sisters of the Holy Cross.  
We strive for excellence in all we do  
while using our resources wisely.  
We are called to live and minister in right  
relationships as we witness to gospel values  
and build just and caring communities.*

### ***CORE VALUES***

**Respect:**

Recognizes the dignity, value and uniqueness of each person as created and loved by God.

**Hospitality:**

Welcomes strangers, guests and partners in ministry with kindness and consideration.

**Compassion:**

Compels us to stand with and embrace others in their suffering, that together we may experience God's liberating and healing presence.

**Service:**

Works with and for others by sharing our gifts and talents to accomplish the mission.

**Main Function:**

Responsible for maintenance of Congregation property files; Co-Chair of the Capital Review Advisory Committee; maintenance of fixed asset records; administration and recordkeeping related to Sisters' patrimony; maintenance of the Sisters' Earnings database, preparation of Sisters' tax returns and other tax reporting.

## **ESSENTIAL FUNCTIONS**

### **Co-Chair of the Capital Review Advisory Committee**

1. Responsible for the creation of and maintenance of online capital forms.
2. Review all forms submitted for completeness and ask questions as appropriate.
3. Create the agenda and schedule monthly meetings of the committee.
4. Maintain the schedule of capital requests approved, on hold and pending approval.
5. Distribution of materials to committee members for review prior to the meeting.
6. Works with Department Heads, Area Coordinators, and Treasurers to complete status reports and look back forms for major capital projects.

### **Congregation Property Files:**

1. Maintains property files for each Congregation-owned property worldwide. Files to be maintained in General Treasurer's office.
2. Coordinates with the Assistant Director to ensure that all appropriate filings and payments are current and files are properly documented to protect property tax exemptions.
3. Assists with monitoring of royalty/oil/gas properties and leases.

### **Fixed Asset Records**

1. Maintains documentation for all fixed assets. Monitors compliance with fixed asset policy.
2. Maintains accurate fixed asset detail recordkeeping on the Congregation subsidiary ledger for all capitalized fixed assets held in the United States. General ledger and subsidiary ledgers to be updated and reconciled monthly.
3. Responsible for monthly depreciation entries.
4. Prepares monthly reports of capital asset and furniture and equipment acquisitions. Verifies receipt of all related documentation.
5. Assists with invoicing Saint Mary's College for shared capital projects.
6. Assists with year-end reconciliation and reporting efforts for the audit/review.

### **Socially Responsible Investing**

1. Prepares updates on investments.
2. Coordinates filing of corporate resolutions and proxy votes.
3. Investigates potential purchase of new investments and/or divesture of current investment.

### **Sisters' Patrimony Records**

1. Issues and cancels promissory notes as balances change.
2. Maintains executed originals of promissory notes in Finance office and copies in individual patrimony files.
3. Records all transaction detail impacting patrimony principal in the subsidiary ledger; reconciles monthly with general ledger and prepares reports.
4. Records all patrimony income detail in the subsidiary ledger; reconciles monthly with the general ledger income accounts.
5. Prepares acknowledgement letters for all patrimony income and principal receipts monthly.
6. Calendars and monitors outside patrimony investment maturities and income collection. Works with Investments Director to ensure timely reinvestment of principal. Reconciles monthly.
7. Calculates monthly interest accrual and related interest expense for outside patrimony investments. Coordinates booking of entries with Staff Accountant.
8. Coordinates estate distributions with General Treasurer, Development department, Accounts Payable, and Staff Accountant, as appropriate.
9. Coordinates periodic interest distributions, in accordance with Sisters' Cessions, with Accounts Payable and Staff Accountant.
10. Coordinates with General Treasurer's administrative assistant to ensure Cessions are current. Assists with year-end tax reporting related to interest-bearing promissory notes.

### **Assistance with monthly entries, check requests and reconciliations**

1. Assists with preparation and posting of Month end close entries
2. Payroll – check request preparation (garnishments, child support), payroll G/L entries, deduction analysis, end of month account reconciliation.
3. Monthly Fleet G/L activity – depreciation and fleet vehicle sales.
4. Tracking, updating and reconciling the “Due to” excel spreadsheets and accounts for each country. Also, distributing these spreadsheets to the individual countries’ treasurers.
5. Assists with Fleet reimbursements by preparing payment requisition for accounts payable.

### **Sisters’ Earnings Database**

1. Records all Sisters’ earnings daily in the database. Coordinates with Staff Accountant, who updates the general ledger. Reconciles the subsidiary ledger to the general ledger monthly.
2. Analyzes Sisters’ earnings monthly, comparing actual to expected receipts. Reports variances to Controller. Follows up when necessary.
3. Reviews individual Sisters’ earnings versus contract at end of contract to ensure that all terms and payments were fulfilled. Importing Sisters’ Social Security payments from the BOA website into FileMaker Pro.
4. In addition to inputting sisters’ salaries into FileMaker Pro, tracking sisters’ salary payments, following up on missing payments and accruing for salaries at month-end.

### **Sisters Agreements for Services**

- Processes Agreements for Services for sisters servicing at ministry sites that are listed in the Official Catholic Directory. Reviews status and termination dates of each contract and prepares renewal and new agreements as approved by Area Coordinator.
- Prepares cover letter for General Treasurer’s signature and issues it along with the fully executed agreement to the appropriate parties. Assists with follow up throughout the contract period regarding missing/incorrect payments, reconciles at contract end date and contacts ministry site if contract not complete.
- Coordinates with Human Resources, Area Coordinators and other finance staff to ensure all have correct information regarding sisters’ servicing status and benefits.

### **Sisters’ Tax Reporting**

1. Prepares Sisters’ individual income tax returns for those in taxable employment, which requires understanding of complicated tax concepts. Coordinates all information-gathering and follows up when necessary. Assists with supervision of volunteers (when applicable). Coordinates with Accounting Manager to record receivables for any income tax refunds. Coordinates with accounts payable to establish estimated payments if necessary.
2. Coordinates response to any audit inquiries for the Sisters’ individual income tax returns.
3. Coordinates annual Unified Tax credit for the Elderly filing project for all Sisters who are Indiana residents.
4. Assists with preparation of other tax returns, such as estate income tax returns, when required.
5. Monitors erroneous tax reporting by Catholic organizations with whom the congregation contracts for Sisters’ services. Follows up as necessary.

### **1099 Reporting**

1. Responsible for obtaining/maintaining complete and accurate tax information for all active vendors. Requires extensive follow up and regular coordination with Accounts Payable and

Purchasing staff.

2. Assists with education of staff and congregation members regarding tax reporting requirements.

**Other Duties**

- Backup for Accounts Payable, Purchasing, and Receiving.
- Report writing and design in response to information needs of the General Treasurer, Assistant Director of Finance, and others.
- Assists with wire transfer requests for country administration accounts by confirming support request is within budget, converting requested amount from local currency to US dollars and preparing payment requisition for wire processing.
- Assists with periodic review of local treasurer's manual and forms. Coordinates posting of new forms on Congregation's website with Communications Department.
- Other projects as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education**

Associates Degree in Accounting or Business required. Accounting and tax coursework and computer application training required.

### **Experience**

Three (3) years accounting required.

### **Responsibility**

Routinely involved with functional policy/goals, subject to higher authority review. Participates with others within or outside the organization in taking action.

### **Problem-Solving**

Problems require analytical, evaluative and/or constructive thought.

### **Personal Interaction**

Work sometimes requires giving/getting information while maintaining a cooperative and harmonious atmosphere.

### **Work Environment**

Office environment.

### **Equipment Utilization**

Work requires proficient use of personal computer, calculator, laser printer, fax, and copy machine. Proficiency in the use of accounting, spreadsheet, database, word processing and e-mail applications is essential

### **Hazards or Fatigue**

Position rarely causes physical fatigue or any hazardous situations.

### **Planning and Organizing**

Works primarily on a long-range cycle (6 months to a year or more). Makes minor changes in structure, methods, procedures and/or work flow as needed to accommodate changes in work patterns, work emphasis and staff capability.

### **Directing and Instructing**

Not required.

### **Budgeting**

Makes recommendations to Controller on staff, equipment, material and other budgetary matters.

### **Scope of Supervision**

Not required.

### **Other Acknowledgements:**

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The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Employee's Name