

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Accounting Clerk**

Date: 07/12/2021

Location: St. Louis, MO

Department: Finance

General Summary:

The Accounting Clerk, under the direction of the Accounting Manager/Controller, performs daily, monthly, quarterly and annual accounting functions. In the performance of the responsibilities, this staff member is expected to work independently and ensure that services are provided within the philosophy and mission of the School Sisters of Notre Dame.

Essential Duties and Responsibilities:

- Provide services to approximately 350 St. Louis based Sisters. Services include banking and credit needs, bill processing, personal sister financial decision-making and income subsidizing.
- Prepare income tax returns for our Sisters.
- Assemble and prepare information for 1099 tax reporting.
- Make deposits and record entries.
- Maintain, verify, and update accounting ledgers and resolve discrepancies.
- Collect annual sister budgets and prepare and administer Sister Subsidies.
- Maintain financial information in the database for St. Louis based Sisters.
- Reconcile various Province bank accounts as assigned.
- Perform other duties as requested.

Qualifications, Education and Experience:

- Associate degree in accounting/bookkeeping preferred
- Minimum two years experience working as accountant/bookkeeper
- Computer skills (Excel, Word, Outlook, Adobe Acrobat, accounting software)
- Ability to keep confidentiality
- Ability to relate to a variety of people
- Organizational and problem-solving skills
- Ability to meet deadlines while maintaining accuracy and attention to detail
- Understanding of and appreciation for SSND mission and values

Job Type: Part-time, 24 hours per week

Benefit Eligible: 403b retirement benefits, paid-time-off and paid holidays.

If you are interested in this position, please send cover letter and resume to bduchene@ssndcp.org

Application Deadline: July 27, 2021