



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Staff Accountant**

FLSA Status: **Full-time, Non-Exempt**

Reports to: **Accounting Manager**

EEO Code: **5**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

The **Staff Accountant** supports the Accounting Department by maintaining accounts payable, budgets, bank reconciliations, month-end closings, and performing other finance-related duties.

Essential Duties and Responsibilities:

- Assist in the preparation of the Monthly Balance sheets, Income Statements, and other financial reports as needed
- Review all invoices for appropriate documentation and approval prior to payment
- Code and key invoices into Abila accounting software
- Reconcile general ledger accounts
- Provide copies of billable invoices to the Grant Accounting Specialist
- Prepare weekly payment lists (Aged AP) to review for payment processing
- Process weekly system check runs and check requests
- Maintain accurate files and documentation according to agency policy
- Maintain monthly schedules of recurring payments
- Prepare spreadsheets for review and comparisons for cost-effectiveness
- Maintain Vendor/Agency Relations
- Reconcile vendor statements, research, and correct discrepancies
- Assist with Annual Budgets and Year End Audits
- Assist in month-end closing reconciliations and postings
- Maintain monthly spreadsheets and schedules of accounts and prepare necessary adjusting journal entries (PPD, Inventory, etc.)
- Reconcile monthly AP subsidiary ledger
- Annual 1099 preparation and maintenance
- Assist with monthly rent collection for housing grant programs
- Maintain payroll system: Process payroll by inputting payroll information in the payroll system. Record/update reports and various payroll deductions. Maintain bi-weekly 401 K deposit & annual schedule. Review and distribute W-2s.
- Other duties as assigned related to the daily finances of the organization

Specific Knowledge, Skills, Abilities:

- Thorough knowledge of accounts payable/general ledger systems and procedure
- Proficient in math
- Knowledge of general financial accounting

- Team Oriented
- Possess good organizational, verbal, and written skills
- Must be attentive to detail, reliable, and able to follow standard filing procedures
- Must be able to work independently and have strong problem-solving skills
- Ability to work with employees and vendors in a professional manner
- Proficient in Microsoft Office and Abila software experience a plus

Education, Qualifications, Certifications, Trainings, Licenses:

- Associate's degree in Accounting, Business, or a related field
- A combination of education, training, and experience that results in a demonstrated efficiency in performing the work may be substituted
- 2-5 years of experience in the Accounting area
- Non-profit accounting/accounts payable experience is a plus
- Successfully pass any required pre-employment background and drug screening
- Commitment to the mission and goals of St Vincent de Paul

Reporting to this position: None

Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by SVDP.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening, and a comprehensive criminal background check.

To Apply:

Website: www.svdplou.org

Email cover letter and resume to: hr@svdplou.org

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.