

Staff Accountant Job Posting

St. Vincent's is seeking a full-time (40 hours/week) Staff Accountant to serve as an assistant to the Vice President of Finance at St. Vincent's. In this capacity, the Staff Accountant will perform a variety of general accounting and cost accounting functions associated with the Finance Office.

MAJOR RESPONSIBILITIES:

- Accounts Payable/Accounts Receivable (AP/AR)
- Database Input and Management
- Assist w/ monthly tuition billing and reconciliations
- Collections and deposits
- Assists with preparation of accounting reports, audit schedules and budget
- Weekly check runs and distribution
- Month-end reporting and reconciliation

QUALIFICATIONS:

- Holds a minimum of an AA but preferably a Bachelor's degree in accounting or related field or equivalent experience.
- Has minimum of one year experience in accounting with comparable responsibilities including payroll processing, preferable three (3) years' experience.
- Is proficient with computerized accounting software, electronic spreadsheets and text programs.
- Is conscientious in follow-through and able to work independently.
- Demonstrates personal identity with and commitment to the mission and values of St. Vincent's.
- Has good interpersonal communication skills and is able to work effectively with staff and clients.

Must pass criminal background fingerprint check and pre-employment negative TB test. Vaccinations must also be up-to-date and certifications provided.

This position is Non-Exempt, hourly, and is scheduled for Monday – Friday, 8:30 am to 5:00 pm.

Compensation depends on experience. Benefits eligible position after 60 days including health insurance, dental insurance, vision insurance, life insurance, retirement plan, gym stipend, paid time off (PTO), and paid holidays.

NO PHONE CALLS PLEASE!

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <http://stvincents-sb.org/>.