

Little Books, Inc. of the Diocese of Saginaw

Position Description for Accountant

Title: Accountant

Reports to: Executive Director

Location: Little Books office

FLSA Status: Salary Exempt, Full-time

Effective Date: TBD

ABOUT LITTLE BOOKS OF THE DIOCESE OF SAGINAW:

Founded in 2000, Little Books of the Diocese of Saginaw is a small publishing house that produces seasonal, Catholic devotional books designed to deepen the readers' relationship with Christ. Little Books is a ministry that produces publications encouraging people to pray daily, learn more about their Catholic faith, and promote good stewardship practices. Little Books are published seasonally (based on the Catholic Church liturgical calendar) and are distributed to parishes and individuals nationally and internationally.

1. GENERAL DESCRIPTION

The accountant will participate in the mission of *Little Books* which is to *help people to pray*. The accountant is responsible for the management and reporting of financial data of the organization. Duties include preparing financial statements, examining and analyzing the company's accounts and ensuring compliance with financial reporting and other standard accounting procedures. The accountant is responsible for ensuring the financial transactions assigned to general ledger accounts are recorded in the general ledger in accordance with Generally Accepted Accounting Principles (GAAP).

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain integrity of and reconciliation for the General Ledger and Subsidiary accounts;
- Prepare Accounts Payable checks, including:
 - Maintain accounts payable and vendor records
 - Provide all necessary documentation with checks to be signed by the Diocese
 - Maintain files for paid invoices after review by the Diocese Finance Office
- Produce timely monthly and year-end financial statements
- Maintain inventory records & conduct periodic verification of counts
- Ensure compliance with applicable, multi-state sales tax laws
- Collaborate with the Executive Director to prepare the annual budget, and participate in annual financial planning
- Prepare all documentation for the annual audit and work directly with the external auditing team
- Provide timely financial reports as requested by the Board of Directors
- Support Human Resources functions as follows:
 - Maintain employee benefits and All-Purpose Leave (APL) files
 - Interact with staffing agencies as needed for temporary roles
- Serve as strategic support to the Executive Director in various matters related to office operations
- Other related duties as assigned by the Executive Director

3. COLLABORATIVE RELATIONSHIPS

- Diocese of Saginaw Finance Office and Technology coordinator
- Other offices of the Chancery
- Oracle NetSuite and Avalara (software providers), Rehman (auditor)
- Little Books' customers

4. SKILLS AND QUALIFICATIONS

- Bachelor's degree (preferred), associate's degree or equivalent experience may be considered
- Minimum of 5 years' work experience in accounting
- Strong knowledge of general ledger accounting

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- Excellent accuracy and attention to detail
- Strong computer skills
- Knowledge of Oracle NetSuite is a plus
- Flexibility and the ability to respond to unexpected needs as they arise, proactive, problem-solving attitude
- Ability to maintain confidentiality in all matters

5. WORKING CONDITIONS

- Hours of work: Typical work schedule is during normal business hours; evening and weekend availability as needed.
- Nature of work: Work is primarily in an office setting where the employee is required to do extensive computer work. Employee will use repetitive motion of hands and may be required to lift up to 15 lbs.

6. ADDITIONAL REQUIREMENTS

- Attend Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successfully complete a criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic is preferred, or an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.