



MOUNT ST. MARY'S SEMINARY
& SCHOOL OF THEOLOGY

CINCINNATI + OHIO

Senior Accountant

The Athenaeum of Ohio/Mount St. Mary's Seminary & School of Theology (MTSM) is seeking a proven non-profit financial professional with strong communication skills to fill the key role of **Senior Accountant**. This is a flexible, salaried position with excellent benefits.

Responsibilities

- Prepare and monitor the MTSM annual operating budget.
- Prepare quarterly reports for the MTSM Board of Trustees Finance Committee and the Board of Trustees.
- Record monthly general ledger contribution accounts and capital campaign pledges. Reconcile Blackbaud Raisers Edge reports with the development office staff.
- Work with the President and VP of Finance to ensure accurate forecasting and reporting of revenue, expenditures and year end balances.
- Prepare work papers and accompanying account analysis for external auditors. Prepare the annual GAAP financial statements in collaboration with the external auditors.
- Review budgets and financial statements with the leadership team and internal department heads.
- Review payroll and benefit reports for accuracy and serve as backup to Bookkeeper.
- Review monthly bank reconciliation of all MTSM bank accounts and general ledger journal entries.
- Prepare financial reports for various educational and/or accreditation agencies including Integrated Postsecondary Education Data System (IPEDS), Association of Theological Schools (ATS) and the Higher Learning Commission (HLC).
- Review and monitor the endowment investment accounts and record monthly investment activity.
- Document financial processes and procedures.
- Serve as the recording secretary for the finance committee.
- Perform other responsibilities consistent with the position as assigned or requested by the leadership team.

Qualifications

- Bachelors' degree in accounting or related field. CPA preferred.
- Minimum of 5 years of accounting experience in the not-for-profit sector (fund-based accounting).
- Strong knowledge of Microsoft Excel and Office 365.
- Experience with Blackbaud Financial NXT is a plus

Compensation

Competitive salary and benefit package within the non-profit, education sector, including excellent medical insurance, long-term disability, life insurance, and 401K plan.



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Interested Candidates

Please send resume, cover letter and salary requirements to:

Athenaeum of Ohio
Attn: VP of Finance
6616 Beechmont Avenue
Cincinnati, OH 45230

Electronic submissions to: hr@athenaeum.edu

Employees of Mount St. Mary's Seminary & School of Theology (MTSM) will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of MTSM. Employees will not publicly oppose the teachings of the Catholic Church.

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