



**Position Title:** General Ledger Specialist

**Department:** Finance

**FLSA Status:** Non-exempt

**Location:** Lincoln Office 10 hours/week, Work from Home 10 hours/week

**Reports to:** Vice President of Operations

**Date Created:** November 2020

**God** has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

**Position Summary:** The General Ledger Specialist will be responsible for monthly closing, reconciling, and report preparation of corporate and agency program financials.

**Essential Functions:**

- Preparation of adjusting journal entries and reconciliation between accounting sub-ledgers and the general ledger.
  - Reconciliation of donations database and accounting software.
  - Reconciliation of reimbursement grant balances and other A/R balances.
  - Reconciliation of intercompany balances.
  - Reconciliation of inventory and prepaid balances.
  - Preparation and reconciliation of fixed asset/depreciation schedules.
  - Maintaining donor restricted balances.
- Prepare month/period end management reports. Prepare and close monthly financial statements for all CSS-related corporations and agency programs.
- Oversight of Section 42 income verification process and NIFA reporting.
- Preparation of periodic grant reimbursement requests.
- Assist with grant budget preparation.
- Monitor internal controls.
- Represent, communicate, and integrate authentic Catholic social teaching and agency core values in the reporting and monitoring of agency financials.
- Allocate mileage to company vehicles based on proper documents.
- All other duties as assigned.

**Preferred Competencies:**

- Communication; written and verbal
- Cooperation
- Accuracy, Analytical
- Ethical
- Organizational Support

**Qualifications:**

Preferred: CPA or 2 years of previous experience in a similar accounting role. Must be knowledgeable about the Catholic Church and support the Church's moral and religious teachings.

**Physical Demands:**

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

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enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, talk or hear. The employee must occasionally lift and/or move up to 15 pounds.

**Working Environment:**

While performing the duties of this job, the employee is primarily indoor working conditions. The noise level in the work environment is usually moderate.