

Job Description

Job Title: Accounting Assistant
Department: Business Office
Reports To: Controller

Job Status: Regular/Full-time (40 hours/week)
FLSA Status: Non Exempt
Physical Strength: Moderate

SUMMARY

The Business Office Accounting Assistant is directly responsible to the Assistant Controller in the stewardship of the financial and physical resources of the Hilltop. The Accounting Assistant works with the Assistant Controller on the financial aspects of the Abbey and uses independent judgment and discretion to make necessary day-to-day decisions for the effective administration of the various business-related functions of the Abbey.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.

Business Office accounting and financial needs:

- Receive and review invoices from multiple intercompany departments for coding and approval for payment requests. Enter invoices, post, print and mail checks. Maintain A/P records.
- Review and verify received transmittals from all departments. Submit reviewed transmittals for weekly deposit. Enter and post cash receipts into MIP.
- Receive reports from all online donation giving platforms. Compile spreadsheets for deposits. Create and post journal entries in accounting system for each deposit.
- Download and create revenue reports for Brewery sales information.
- Track all lease agreement payments. Create and maintain files for all lease agreements, insurance policies and contracts.
- Balance and replenish petty cash boxes for the business office, Prior's office and Guesthouse – provide cash/change upon request with authorization. Reconcile and replenish drawers as needed. Keep records of receipts and spreadsheet, submit a check request and verify replenished amount.
- Process requests for credit card limit changes, new credit cards orders, deactivation of cards, troubleshooting and travel notes for the monastic community. Track confidential information in spreadsheet and file documentation in locked safe.
- Prepare credit card statements for all cardholders. Review and verify expenditures, department authorization, coding and totals. Create and post journal entries for expenses. Communicate with cardholders and department heads for discrepancies.
- Manage the driver eligibility program. Set up monastic community, employees, students and volunteer drivers. Communicate with applicants and insurance company to ensure physical and online database is accurate. Maintain records for eligibility.

Seminary Liaison - work alongside Assistant to the President Rector and Financial Aid Officer/Registrar for fiscal needs and general seminary collaboration including:

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- Attend PR Council meetings; serve as Liaison between Assistant to the President Rector and CFO regarding meeting schedules and fiscal information requests.
- Process seminary expenditures, invoices, annual memberships/subscriptions, etc.
- Maintain student reimbursement requests by verifying approvals, writing checks and disbursing.
- Maintain student information system (SIS) to process and track student tuition and billing
- Oversee seminary billing process to ensure billing is accurate and timely
- Manage and process transcript payments by phone or online; enter in accounting system
- Work with Registrar to update student information in SIS
- Enter scholarships, financial aid and other awards in SIS prior to billing; add fees as appropriate
- Manage Doctor of Ministry billing process, including collecting room and board information
- Ensure that federal funds are entered, handled and accounted for accurately
- Work with Financial Aid Administrator to ensure compliance with regulations
- Provide tuition, fees, food and housing information once approved by the Board
- Work with Registrar to update catalog, website, and SIS as needed for accurate billing
- Prepare invoices and send them to dioceses and/or students. Track tuition balances and follow-up as needed for payments.

General

- Frequently interacts with individuals both within and outside of organization
- Direct visitors/guests and accommodate their needs and questions
- Record volunteer work hours
- Maintain inventory of breakroom and office supplies; restock and order as needed
- Sort USPS mail for hilltop distribution including package delivery from all sources
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to analyze financial information, monitor budgets, identify discrepancies, and communicate financial information clearly to staff and leadership.
- Ability to perform essential job duties with or without reasonable accommodation and without creating a direct safety or health risk.

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- Professional, positive, and hospitable demeanor with strong customer-service skills and the ability to build effective relationships with students, volunteers, monks, coworkers, faculty, staff, and leadership.
- Strong interpersonal, communication, and cross-cultural skills, with experience working in student affairs or similar environments.
- Ability to work independently, analyze complex situations, exercise sound judgment, and resolve problems effectively.
- Ability to represent the Seminary professionally to prospective students, vocation directors, bishops, superiors, and community partners.
- Excellent computer and mathematical skills, including advanced proficiency in Microsoft Excel and Word, databases, and internet-based tools.
- Demonstrated integrity, accountability, discretion, and ability to maintain strict confidentiality.
- Strong organizational and time-management skills, with exceptional attention to detail and a commitment to process quality.
- Self-motivated and adaptable, with the ability to take initiative, manage multiple priorities, meet deadlines, and work effectively in a changing environment.
- Ability to collaborate as part of a team while independently supporting organizational goals and projects.
- Ability to interpret and follow applicable laws, regulations, policies, and procedures.
- Strong telephone etiquette and the ability to communicate effectively with individuals from diverse backgrounds and at all levels of an organization.
- Commitment to maintaining a professional, pleasant, and healthy workplace, including being free of noticeable odors or fragrances while at work, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Must have working knowledge of the Catholic Church. An understanding of a Catholic Abbey and Seminary helpful.
- Regular and predictable attendance is an essential function of the job

EDUCATION and/or EXPERIENCE

- Bachelor's degree or equivalent professional background and experience preferred
- Experience working in a nonprofit, educational, religious, or mission-driven organization is preferred.
- Previous experience with nonprofit accounting, including fund accounting or restricted funds, is a plus.

LANGUAGE SKILLS

Strong verbal and written skills.

MATHEMATICAL SKILLS

Solid basic math skills.

COMPUTER SKILLS

Strong computer skills, including advanced knowledge of Microsoft Office (Excel, Word and PowerPoint), database expertise and use of the internet.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

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 enable individuals with disabilities to perform the essential functions.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead.
- Will frequently (several times per week) lift small boxes weighing up to 25 pounds.
- Will occasionally enlist assistance in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds.

WORK ENVIRONMENT

Office environment

Recruiting Process

Resumes will be reviewed weekly – Position is posted until filled

Required Materials: Submit to hr@mtangel.edu

Current resume highlighting relevant experience

Final candidates – onsite interviews

Reference and background verification for final candidate

Hourly:

\$20.00 - \$25.00 Depending on Experience

Contact Information:

Human Resources Department

Mount Angel Abbey

1 Abbey Drive

Saint Benedict, OR 97373

Email: hr@mtangel.edu | Phone: 503-845-3909

Learn more: [Home - Mount Angel Abbey](#)

Mount Angel Abbey is an equal opportunity employer committed to creating an inclusive environment where qualified candidates contribute to our welcoming, mission-focused community.