



Employment Opportunities/ Job Openings

Staff Accountant

Catholic Charities Atlanta is seeking a detail oriented **Staff Accountant** to join our finance team. This role involves the preparation of budgets, maintaining chart of accounts and the ability to analyze data and prepare monthly reports for management. Strong project orientation, forecasting, budgeting and analytical skills; strong knowledge of Excel and accounting software systems. Excellent communication and organizational skills required. Bachelor's degree in accounting or finance and minimum three years of experience. Experience with GAAP accounting practices; grant management and reporting; and working with multicultural populations preferred

SPECIFIC RESPONSIBILITIES:

- Prepares and reviews the annual forecast/budgeting process from initiation to Board approval.
- Maintains confidentiality of all pertinent information; secures salary information.
- Builds and maintains budget and forecast templates for use by managers.
- Creates ad hoc templates, reports, and analysis for use by managers to evaluate their businesses.
- Ability to sort/mine large sets of data from multiple data sources (General ledger, CRM, Excel) to identify trends/variances and prepare reports.
- Prepares monthly forecast/budgeting reports for review by management and approval by Finance Committee.
- Creates financial models for contingency planning as necessary.
- Possess strong organizational skills and ability to multi-task and meet deadlines.
- Work with others in the Finance group to ensure accurate preparation of monthly financial statements (facilitate A/P, analyze GL account activity, prepare or review other supporting documentation).

Please submit a resume and cover letter that details your interest in working for Catholic Charities Atlanta to:

ccaemployment@ccatlanta.org

www.catholiccharitiesatlanta.org