

## **Job Opportunity Posting**

Posting Date: 11/1/2021  
Post Expires: 11/8/2021  
Title: **Senior Account Clerk**  
Grade: 16– Non-Exempt  
Department: Controllers  
Posting Number: HR 21-11-1

## **Position and Summary**

To provide a high level of accounting assistance functions in order to monitor, calculate, and expedite significant accounting operations associated with the Foundation and New Covenant Trust Company (NCTC).

## **Scope & Breadth of Position**

This position reports to the Treasurer. There are no direct reports.

## **Accountabilities**

This position is responsible for preparation of journal entries to document and record business transactions of the Foundation and NCTC. This position ensures all journal entries are posted timely and bank reconciliations are completed timely.

## **Major Duties and Responsibilities**

- Assist with gathering supporting documentation for internal and external audits.
- Responsible for ensuring all journal entries are posted timely to the general ledger.
- Responsible for preparation of journal entries to reflect activity in all operating and fee accounts held on the Trust Accounting System by the Foundation and NCTC as well as all bank accounts held by the Foundation and its subsidiaries.
- Responsible for account analysis for all fee accounts and various receivable accounts.
- Responsible for review and testing of fees to ensure fees received from Foundation accounts are being assessed properly and the correct amount calculated.
- Responsible for balancing fees received from NCTC accounts to the schedule of fees generated from the Trust Accounting System.
- Responsible for monthly reconciliation of all bank accounts held by Foundation and subsidiaries.
- Responsible for daily cash movement between all Foundation and NCTC bank accounts which includes monitoring and initiating wire transfers and balancing of daily cash flow between accounts.
- Responsible for maintaining any bank software used to perform cash activity.
- Responsible for timely response to external audit requests received from client auditors.
- Provide back-ups for others within the department during vacation and other time off.
- Perform other related duties and special projects as assigned.

### **Relationships**

Works closely with the staff of the Controller's, Operations, and Information Systems Departments. Also, works closely with external auditors and outside banking employees.

### **Experience and Mental Abilities**

- Three years of experience in a business environment, with emphasis in accounting and general ledger.
- Three years' experience in general ledger accounting (Associates Degree in Accounting preferred).
- Proficiency in Microsoft applications (Excel, Word, etc.)
- Discipline to pay strict attention to detail and accuracy.
- Good oral and written communication skills.
- Ability to work in a team environment.
- Accountable, dependable, and self-motivated.

### **Physical Abilities**

- Ability to communicate orally with management, co-workers, constituents, and public both individually and in a group/team environment
- Regular use of the telephone and e-mail for communication is essential
- Sitting for extended periods is common
- Hearing and vision within normal ranges are essential for typical conversations to receive ordinary information and to prepare or inspect documents
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.

### **Work Environment**

- The job is performed indoors in a traditional office setting. Activities include extended periods of sitting and extensive work at a computer monitor and/or calculator.

**Forward resume to Lisa Pesavento**  
**[lisa.pesavento@presbyterianfoundation.org](mailto:lisa.pesavento@presbyterianfoundation.org)**  
**Attn: HR Posting #21-11-1**

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