

JOB OPENING

Accountant/Payroll & Donor Services

Mullen High School, a Catholic co-educational Lasallian college preparatory school (grades 9-12) founded in 1931 by the Brothers of the Christian School and belongs to one of the largest educational networks in the world is seeking to hire a seasoned, energetic, committed Accountant/Payroll & Donor Services person. This position reports to and works closely with the CFO to positively impact the functions of the Accounting Department. The individual in this position will interact with employees, accounting staff and donors.

Essential Job Functions:

Payroll

- Responsible for 3rd party payroll 100-140 employees to include seasonal coaches, co-curricular stipends, summer camp, etc.
- Enter annual benefit setup and maintain changes
- Process electronic time clock with actual hours, projected hours and reconciled hours from the prior month.
- Process payroll reports and maintain personnel records
- Prepare check requests to AP for payroll vendors to include payments for retirement funds, 403(b), healthcare, life & disability, supplemental benefits, Flexible Spending Account (FSA, and miscellaneous garnishments
- Run and upload accurate payroll journal entry from 3rd party payroll to accounting system
- Reconcile health insurance and supplemental life insurance deductions to payroll to ensure accuracy
- Upload Quarterly Short Term Disability reports to 3rd party payroll on the 3rd of the month following end of quarter
- File Quarterly State Unemployment Report
- Respond to IRS, State of CO and garnishment payroll related inquiries
- Review 3rd party payroll service 941's and W2 filings
- Assist with annual audit as assigned
- Provide backup Customer Service support for internal and external customers to include receiving payments, processing credit card payments, faculty/staff/vendor inquiries, assigning PO's, provide change, answering miscellaneous school inquiries, etc.

Donor Services:

- Responsible for the management and data integrity of Raiser's Edge database (Blackbaud)
- Responsible for all gift entry and reconciliation in Raiser's Edge database including individual, special event, foundation and corporate related giving
- Responsible for monthly reconciliation of Raiser's Edge and Financial Edge (accounting software)
- Responsible for all acknowledgement letters, tax letters and pledge reminders
- Ensure the Philanthropy & Engagement Office and Accounting Office has reliable data for ongoing review and planning purposes

- Responsible for the creation and maintenance of all donor and related reports including but not limited to: weekly batch reports, monthly gift reports and the annual report. Provide data to the Philanthropy & Engagement Office to allow preparation of engagement related reports
- Lead efforts to establishing/maintaining database accuracy and donor screenings such as NCOA, Blackbaud services and Research Point

Skills

- Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP)
- Working knowledge of relevant computer applications and MS Office
- Demonstrated organizational skills, attention to details, high degree of accuracy, time management, deadline oriented, and ability to problem solve
- Ability to work independently with minimum supervision
- Requires strong oral and written communication skills; cross departmental communication with Administration, Counselors, Teachers, Students and Staff
- Ability to handle confidential information and matter

Qualification:

- Bachelor's Degree in Accounting or relevant field
- At least three - five years of accounting or equivalent experience in payroll
- Prefer Blackbaud experience, particularly Raiser's Edge and Financial Edge
- Prefer Paylocity payroll experience

Submit cover letter, resume and three references to hr@mullenhigh.com by July 31, 2017