

Financial Administrator - Detroit
The Province of St. Joseph of the Capuchin Order

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph of the Capuchin Order, is currently seeking a Financial Administrator who will process and analyze financial information and assist the province and provincial ministries.

Essential Duties include:

- Assist with daily operations of the Provincial Finance Office (Provincialate)
- Prepare regular and timely financial statements
- Prepare financial and statistical reports with analyses
- Assist employees working in ministries to develop a working knowledge of and ability to implement the Provincial financial administration procedures.
- Assist ministries in appraising their programs and activities regarding budget compliance, record keeping, etc.
- Support the Provincialate and auditing firm protocols by maintaining accurate records of all assets, liabilities, and financial transactions.
- Assist with development of functional budgets and monitoring actual results for Provincialate, ministries and two fund raising operations.
- Prepare journal entries on a monthly basis.
- Reconcile general ledger accounts on a monthly basis.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Assist with preparation of Sales and Use Tax returns.
- Conduct internal audits and prepare reports for Provincial leadership.
- Ability to verify accuracy of financial and transactional data.

Qualifications: The desired education and experience level for this position are bachelor's degree in accounting and at least two years experience in accounting. Proficiency in computers, Microsoft Excel, Word and QuickBooks is required. Must have 3 to 5 years of recent QuickBooks experience and be able to maintain a well-kept QuickBooks database with attention to detail and consistency. The successful candidate will be able to work independently and collaboratively in a small office environment, prioritize and organize multiple projects simultaneously, create appealing and professional communications and publications, and have strong problem solving skills.

The review of resumes will begin immediately.

Please send letter of interest and resume to: employment@thecapuchins.org Please include Financial Administrator in the subject line.

Or mail to: Attention: Human Resources
Financial Administrator
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, MI 48207