

Financial Specialist - 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 Specialist (Full Time - Exempt) who will process and analyze financial information and assist the province and provincial ministries.

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Prepare regular and timely financial statements and reports
- Assist with development of functional budgets and monitoring actual results for Provincialate, ministries and two fund raising operations
- Process invoices for the individual Ministries
- Use Quick Scan to process deposits for individual Ministries
- Reconcile bank accounts for individual Ministries on a monthly basis
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards and for annual audit
- Review financial reports to determine the status of collections and the amounts of outstanding balances
- Conduct periodic reconciliation of all accounts to ensure their accuracy
- Reconcile general ledger accounts on a monthly basis
- Comply with federal, state and local legal requirements
- Other duties as assigned

Qualifications: The desired education and experience level for this position are a minimum of an Associates Degree in accounting or finance and at least two years experience in accounting, or at least 5 years experience in accounting. Proficiency in computers and working knowledge of Microsoft Excel, Word and QuickBooks required.

The review of resumes will begin immediately.

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

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