

Manresa Jesuit Retreat House

POSITION NOW OPEN FOR FULL-TIME CONTROLLER

(posted 7/13/2020)

Manresa Jesuit Retreat House is currently seeking a full-time controller. An accounting degree is required and non-profit experience is preferred. Responsibilities can be viewed below. Qualified individuals should email their resume to sraymond@manresa-sj.org or send no later than August 7, 2020 to:

Steve Raymond, Associate Director
Manresa Jesuit Retreat House
1390 Quarton Road
Bloomfield Hills, MI 48304

Manresa is an Equal Opportunity Employer.

Responsibilities of the Controller as of July 2020 include:

- Download cash receipt batches from Giftworks (development software) to Quickbooks
- Enter payables into Quickbooks, cut checks for payment and mail
- Prepare Bank Reconciliations
- Prepare Financial Statements
- Prepare Account Reconciliations
- Prepare invoices for those individuals/groups that need to be billed
- Process payroll
- Handle all insurance-related activities
- Initiate and lead the preparation of the annual budget
- Monitor and report vacation time (accrued, used and balances)
- Prepare misc. analysis/special reports as requested
- Prepare sales tax returns
- Prepare year-end 1099 misc. documents for contracts earning \$600 or more
- Prepare reports for annual fiscal audit and provide auditors with requested information
- Update the accounting Endowment Detail Pledge Report quarterly
- Prepare Kitchen Reports and meet with Associate Director and Kitchen Manager monthly
- Prepare Maintenance Reports and meet with Associate Director and Maintenance staff every other week
- Prepare Housekeeping Reports and meet with Associate Director and Housekeeping Supervisor every other week
- On a quarterly basis, compare Kitchen calendar to accounting records to avoid missed billings
- On a quarterly basis, review and evaluate outstanding receivables
- Track and report all restricted donations
- Prepare Conference Retreat Reports weekly
- Deliver cash receipts to bank
- Oversee and manage the financial affairs of the Jesuit Community at Manresa
- Report to the Associate Director