



Staff Accountant – Job Description

Spoke Street Media creates and curates authentically Catholic content which invites people into a deeper relationship with Christ. Podcasts are also made available for radio broadcast through a partnership with Redeemer Radio. The Staff Accountant will work with our CFO to manage the finances for both organizations.

Full time Position

Salary Range: \$45k-\$50K Annually

Responsibilities:

- Manage all accounting transactions for multiple entities
- Maintain the integrity of donation ledger system including creating and posting bank deposits
- Create and upload bi-weekly payroll, including setting up new employees and posting payroll results to the GL
- Record and pay all vendors on a timely basis
- Create and supervise the mailing of monthly donation statements for all open pledges
- Perform all journal entries necessary for the monthly, quarterly, & annual closings with minimum supervision
- Reconcile all General Ledger Accounts
- Perform multiple monthly bank account reconciliations
- Manage grant appropriation and financial recognition
- Assist in preparations of monthly financial statements and cashflow
- Assist in the gathering of information for the annual 990 filing
- Assist internal customers with reconciliations, database extraction, syncing technology and creating operational efficiencies
- Conduct ad hoc analysis for CFO

Qualifications:

- (Must love numbers and Jesus)
- A bachelor's degree in an aligned field
- 2-4 years of experience in a not-for-profit setting
- Experience with donor/grant systems (preferable "Raiser's Edge" or "eTapestry")
- Excellent Microsoft Excel skills
- Candidates need not be Catholic, but respect for and knowledge of Catholicism is preferred
- CPA preferred but not required

Qualified candidates should send cover letter and resume to Mike.Rorick@RedeemerRadio.com