

Senior Accountant

Position Overview

Merion Mercy Academy, an independent Catholic college preparatory school for girls in grades 9-12 outside Philadelphia, Pennsylvania, seeks a detail-oriented, analytical, and proactive Senior Accountant to join our finance team. In this role, you will be responsible for overseeing core financial operations, ensuring compliance with accounting standards, and delivering accurate financial reporting. The ideal candidate will possess strong technical accounting skills, a strong understanding of fund accounting or nonprofit financial management, and the ability to translate complex financial data into actionable performance metrics. Reporting to the Chief Financial Officer, this is a full time position beginning in August, 2026.

Responsibilities

Financial Reporting & Month-End Close

- Lead and manage the month-end and year-end close processes to ensure timely and accurate financial reporting.
- Draft comprehensive financial statements, including Statements of Financial Position, Statements of Activities, and Statements of Cash Flows, ensuring compliance with GAAP.
- Prepare and review complex journal entries, bank reconciliations, and general ledger account analyses.

Performance Metrics & Data Analysis

- Develop, track, and maintain key financial and operational performance metrics to support strategic decision-making.
- Analyze variances between budgeted and actual figures, providing insightful commentary to senior management.
- Identify opportunities to streamline accounting processes and implement internal controls to safeguard organizational assets.

Endowment Management & Compliance

- Execute the endowment spend calculation in accordance with organizational policies and regulatory guidelines.
- Track, reconcile, and manage restricted and unrestricted fund balances, ensuring proper allocation of investment earnings and distributions.

Tax & Regulatory Compliance

- Gather, organize, and analyze financial information required for the annual IRS Form 990 and other regulatory filings.
- Coordinate with external auditors and tax preparers to provide necessary documentation and support for annual audits and tax compliance.

Other Responsibilities

Other duties may be assigned that are not specifically outlined in this job description.

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- 3–5+ years of progressive accounting experience.
- Ability to learn and become proficient in accounting software (e.g., Blackbaud FinancialEdge).
- Advanced proficiency in Microsoft Excel (vlookups, pivot tables, financial modeling).
- Exceptional analytical, problem-solving, and organizational skills.
- Excellent communication skills, with the ability to present financial data clearly to non-financial stakeholders.
- CPA, preferred.
- Proven experience working with endowments, fund accounting, or nonprofit financial structures preferred.
- Strong knowledge of GAAP compliance is preferred.

About Merion Mercy Academy

Founded in 1884 by the Sisters of Mercy and located on a beautiful 12-acre campus on Philadelphia's Main Line, Merion Mercy currently enrolls over 400 students from diverse geographic areas and socioeconomic groups. Merion Mercy's academic program consistently challenges each student to prepare for college and a lifetime of service, thus developing competent and compassionate women for the future. Merion Mercy's faculty and staff are committed to providing a holistic education that not only stresses academic and personal excellence but also encourages all students to "Live Mercy and Seek Justice," an educational philosophy that builds a true sense of sisterhood that extends beyond the classroom.

Merion Mercy Academy embraces diversity and inclusion through its mission, Mercy identity and student body. Merion Mercy Academy is committed to providing an educational and working environment that is free from harassment and discrimination. Members of the community, applicants for employment or admissions, guests and visitors have the right to be free from harassment or discrimination based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, veteran status, or any other status protected by applicable law.

Merion Mercy Academy does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices.

How to Apply

Interested candidates should send a resume, cover letter with contact information for three professional references to Anne Gregg, Executive Assistant to the President at agregg@merion-mercy.com.

More information about working at Merion Mercy Academy can be found at:
www.merion-mercy.com/careers.