

JOB

Diocese of Orange, Pastoral Center

POSITION TITLE: Accountant

JOB CLASSIFICATION: Exempt

DEPARTMENT/PROGRAM: Accounting

REPORTS TO: Controller / Sean Connolly

SUPERVISORY RESPONSIBILITY: First-level, detailed review of peer work products; no direct administrative reports

INTERNAL/EXTERNAL CONTACTS: Pastoral Center departments, catholic cemeteries, diocesan parishes and schools, and other related parties from time to time

PRIMARY PURPOSE:

Provide data, reports, and analysis to assist leadership with making decisions about the diocese. Perform account reconciliations and internal controls, and process accounting transactions. Support Parishes and Schools with technical accounting issues performing on site audits as necessary to support local site management.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Bachelor's degree
- Five years' of accounting or auditing experience, including some public accounting
- Understanding of US GAAP
- Advanced proficiency in Microsoft Office applications, including Excel, Outlook, Word, and PowerPoint
- Intermediate proficiency with Serenic or other accounting systems
- Excellent oral and written communication, and problem solving skills
- Excellent clerical accuracy and attention to detail
- Demonstrated adherence to a strict standard of confidentiality and ethics

DESIRED:

- Church or non-profit experience
- Proficiency with SQL and VBA
- Proficiency with databases
- Practicing Roman Catholic
- Bi-lingual

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, ten-key calculator, check encoder and printer, and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.

ESSENTIAL FUNCTIONS:

- Initiate accounts payable invoices (PI), and review catholic cemeteries PIs
- Monitor PI workflow and post approved PIs timely
- Approve monthly ticklers
- Process check, ACH, and EFT payments
- Monitor and resolve payment exceptions
- Prepare manual journal entries
- Process form 1099s
- Perform other work related tasks as assigned.

NON ESSENTIAL FUNCTIONS:

- Research, analyze, report, and present data to provide actionable information to leadership
- Reconcile balance sheet accounts
- Assist with processing and monitoring internal controls
- Prepare budget variance analyses for Pastoral Center departments, parishes, and schools
- Prepare historical analyses for Pastoral Center departments, parishes, and schools
- Prepare ratio analyses for Pastoral center, parish, and school financial statements
- Prepare analytics (cash, accounts receivable, accounts payable, etc.)
- Assist with compiling budgets and forecasts
- Assist with maintaining loan amortization schedules