

Diocese of Orange
Our Lady of Guadalupe, Santa Ana

JOB DESCRIPTION

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| Position Title: Accountant | Hours Authorized per Week: Full time |
| Name of Supervisor: | Prepared by / Date: |

BASIC FUNCTION OF POSITION

To process financial data and prepare financial reports of the Parish in a timely and accurate fashion.

ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB

1. Work under the direction of Parish Business Manager
2. Prepare checks
3. Record all receipts/deposits, expenditures, balance sheet entries in the school financial software.
4. Ensure payroll and payroll (federal and state) reports are accurately processed by payroll service, and that tax payments and other payroll deductions (flex benefits, 403(b), garnishments, etc.) are remitted accurately and timely.
5. Reconcile balance sheet accounts and review (but do not prepare) bank reconciliation at month-end and year-end.
6. Review receipt and expenditure account detail monthly/quarterly to ensure transactions are classified properly. If perform bookkeeping/record keeping for the Parish, reconcile tuition and fee general ledger accounts to student ledger cards/accounts, to ensure they balance.
7. Prepare monthly financial reports for Parish Business Manager, and others as requested by Business Manager.
8. Prepare annual Budget Report with input from Business Manager, and Parish Council.
9. Prepare fiscal yearend Financial Reports.
10. Other duties as assigned.

QUALIFICATIONS

A degree with a major in accounting or finance from an accredited university is preferred.

Minimum ten years accounting experience required; Bi lingual Spanish

Must have working knowledge of Microsoft Excel, Microsoft Word, and financial software such as QuickBooks. Must have good analytical, organizational, and communication skills.