

Assistant Comptroller - Full-time Exempt

Assists Chief Financial Officer and Comptroller with quality of accounting and financial reporting of all the archdiocesan Financial Department's general ledgers. Maintains successful and positive relationships with parishes, grantors, and the financial community through satisfactory fulfillment of duties. Send all resumes to Danna Hoellering (dhoellering@aoaj.org).

Essential Duties and Responsibilities

- Adhere to mission of Archdiocese of Anchorage-Juneau in performance of position
- Report to Comptroller on oversight and direction for all activities regarding entities served by the archdiocesan Finance Department
- Report up to date information for AOAJ, ACCB, CFA, and PPT regarding financial services and activities
- Ensure compliance with federal, state, and local agency requirements for reporting financial transactions
- Ensure reconciliation of all accounts across platforms
- Produce monthly or quarterly reports for all ledgers as needed with notes for variance
- Review and advise on implementation of changing G.A.A.P. and ecclesiastical organization requirements
- Monitor income and expenses and recommend budget adjustments as necessary to ensure positive cash flow
- Assist with preparation of grant application budgets (CE, CHM, BI, and others)
- Assist in tracking all components for insurance billing and reconciliations for Property, WC, Vehicle, and Health Insurances
- Collect data and assist with annual WC Payroll Auditing
- Assist with filing required reports to federal, state, municipal, and private entities
- Develop, educate, and implement AOAJ finance department controls, policies, and procedures
- Assist with efficiency of agency accounts payables and receivables
- Assist with efficiency and compliance with agency payroll and benefits
- Assist, coordinate, and manage annual audit preparations
- Provide accounting support of required administrative and development activities
- Other duties as assigned

Qualifications

Education: Bachelor's Degree in Accounting / Finance or related field preferred, minimum two-year's experience in non-profit administration of accounting or equivalent experience. Six year's experience in accounting substitutes for degree. Experience must include budget preparation, financial analysis, fund management, payroll processing, and financial report development, generation, and interpretation. Experience with a variety of accounting software programs preferred.

Must possess the following skills and abilities:

- Proficient with PC
- Microsoft Applications at highly proficient level to include Excel, and Word
- Knowledge and application of G.A.A.P
- Competent in reporting practices for non-profits
- Knowledge of grant reporting
- Skilled in electronic communications

Physical Requirements / Working Conditions

- Ability to work at a computer for long periods at a time