

CATHOLIC DIOCESE OF KALAMAZOO

215 N. Westnedge Avenue
 Kalamazoo, MI 49007
 269-349-8714 ext. 1352
 Fax: 269-349-1241
www.diokzoo.org

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|----------------------|--------------------------|-------------------------|-------------------------|
| Job Title: | Accountant | Job Category | Non-Exempt |
| Department | Business Office | Reports to | Chief Financial Officer |
| Location: | Diocesan Pastoral Center | Travel Required: | Minimal |
| Position Type | Full Time | Written | February 2026 |

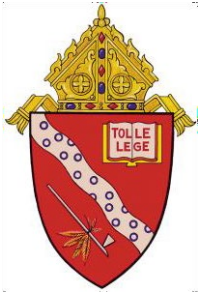
To apply, email a cover letter and resume to: humanresources@diokzoo.org

Job Purpose:

This position is responsible for financial reporting, budgeting, analysis, and operational services as it relates to Diocesan related entities, while furthering the mission of the bishop.

Major Responsibilities

- Prepare, review, and analyze monthly financial statements for Diocesan related entities (Diocese, Trust, Mt. Olivet Cemetery, etc.).
- Create and maintain accurate records for funds, investment earnings allocations, etc.
- Reconcile bank and investment accounts.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Participate in year-end audits by meeting with auditors and preparing required audit schedules.
- Lead the annual budget process.
- Assist with the preparation of quarterly Finance Council materials and any other meetings as necessary.
- Assist with the creation and maintenance of Business Office policies and procedures.
- Maintain the Business Managers Best Practices Manual.
- Participate in the reviews of parish and school annual reports and provide assistance as necessary.
- Assist the CFO in training, education, or communications with directors, parishes and/or schools.
- Maintain financial security by following internal controls.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations.
- Comply with canon, federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintain parish and employee confidence and protects operations by keeping financial information confidential.
- Prepare journal entries and enter into the general ledger system.
- Maintain professional and technical knowledge by reviewing professional publications; establishing personal networks; participating in professional societies.
- Report to and correspond with the Michigan Catholic Conference as necessary.



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- Deliver timely and accurate financial information to diocesan directors.
- Process Accounts Payable or serve as a backup.
- Process Payroll or serve as backup.
- Prepare year-end tax reporting, i.e. 1099's.
- Perform other Business Office functions as assigned.
- Backup other Business Office roles as necessary.

Education and Experience

- Bachelor's degree in accounting, Finance, or Business is required; master's degree or CPA is preferred.
- Minimum of 3 years of experience is required including nonprofit accounting/business, running financial reporting, and proficiency in reviewing investment statements.

Skills and Qualifications

- Catholic in good standing.
- Accounting, Fund Accounting, Corporate Finance, and Reporting skills are required.
- Strong proficiency in Excel along with proficiency in Microsoft programs and ability to learn new systems and to apply those skills to effectively to complete job responsibilities.
- Strong verbal and written communication skills are required with the ability to effectively listen, communicate with others and skills to present to a group.
- Ability to work effectively and collaborate with a team with a willingness to help wherever needed and to build and maintain positive working relationships.
- Strong attention to detail and excellent organizational skills to meet deadlines, multitask, and to shift priorities to meet diocesan needs.
- Must possess a high degree of confidentiality and professionalism, welcoming attitude, and a commitment to the highest level of customer service.
- Must be able to problem solve and make informed decisions
- Must pass Background check and fulfill diocesan Safe Environment requirements.

Other

This job summary is intended to describe the functions and nature of work performed by the person assigned to this position. It is not intended to describe all responsibilities, duties and skills required.

- Regular, reliable attendance is an essential function, and all employees are required to follow any other job-related instruction and perform any other job-related tasks as requested by their supervisor.
- While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, climbing stairs, and bending while filing.
- This position is located at the Catholic Diocese of Kalamazoo Pastoral Center and will require travel to other diocesan offices as required by position responsibilities and/or diocesan management. This position will be exposed routinely to typical office noise levels and/or exposure to various weather conditions.