

Senior Accountant

Position Summary: The Senior Accountant for the Diocese of San Angelo plays a key role in the month-end close process, financial reporting, and the year-end audit financial operations of the Diocese and its related entities, ensuring the accuracy and integrity of financial records and providing meaningful analysis. The analyst will prepare financial statements, manage general ledger activities, assist with audits, and analyze revenue sources. This position requires strong analytical skills, a solid command of technical accounting principles, and experience working with enterprise accounting systems. Prior experience in fund accounting is a plus but not required.

Classification: Exempt **Reports To:** Comptroller

Essential Job Functions:

- Perform month-end and year-end closing processes, including preparation of journal entries and financial statements.
- Prepare bank reconciliations and balance sheet account reconciliations.
- Assist in the development and management of the annual budgeting process.
- Conduct financial and variance analysis to support business decision-making.
- Maintain and track fixed assets and Construction-in-Progress (CIP) projects.
- Support the annual audit process, including preparation of audit schedules and liaising with external auditors.
- Strong understanding of subsidiary ledger processes including accounts payable, accounts receivable, and payroll.
- Perform special projects as needed, including but not limited to, annual 1099 and escheatment reporting.
- As needed, provide guidance and support to internal customers on financial matters, policies, and procedures.
- Collaborate with other departments to ensure accurate financial reporting and compliance with internal controls and Diocesan policies.
- Possess a continuous improvement mentality by assisting in improving and documenting accounting processes and procedures.
- Utilize accounting and business systems including Business Dynamics 365, Bill.com, and Microsoft Office applications (Excel, Word, Outlook, etc.).

Requirements:

- Practicing Catholic in good standing, preferred.
- Bachelor's degree in accounting or finance.
- Minimum of 5 years' experience in accounting, financial analysis, planning, budgeting or related roles. Previous Big 4 accounting experience preferred.
- Command of Generally Accepted Accounting Principles (GAAP).
- Strong financial analysis skills, with a focus on identifying trends and projections.
- Strong communication skills, both written and verbal.
- Strong organizational and stress management skills.
- High proficiency in Microsoft Office, particularly with Excel.
- Strong adopter of new technology required.
- Ability to self-start and be a critical thinker is desirable.

Working Conditions/Physical Requirements:

The candidate should have knowledge of how to use copier, fax machine, phone, and postage machine. A driver's license is required to occasionally run errands, pick up supplies for events, etc. This position involves standing, walking, sitting, talking, hearing, using hands and feet, climbing/balancing, stooping/kneeling/crouching/crawling, reaching above shoulders, and tasting/smelling at least 1/3 of the time. The candidate should also be able to lift up to 25 lbs in order to move files, purchase supplies, carry materials to events, etc.