

Job Posting: Contract Accountant (QuickBooks Expert)

We are seeking a detail-oriented and highly organized **Contract Accountant** to join our team. The ideal candidate is a **QuickBooks power user** who thrives in a fast-paced environment and can ensure our financial records are accurate, up-to-date, and compliant.

As this is a contract position, we are looking for a self-starter who can hit the ground running with minimal supervision.

Key Responsibilities

- **General Ledger Management:** Maintain and reconcile the general ledger, ensuring all transactions are accurately coded.
 - **Accounts Payable & Receivable:** Oversee the full AP/AR cycle, including vendor payments, invoicing, and collections.
 - **Bank Reconciliations:** Perform monthly reconciliations for all bank accounts and credit cards.
 - **Financial Reporting:** Prepare monthly, quarterly, and annual financial statements (P&L, Balance Sheet, Cash Flow).
 - **Tax Compliance:** Assist with sales tax filings and gather documentation for year-end tax preparation.
 - **Process Improvement:** Identify opportunities to streamline accounting workflows within QuickBooks.
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Qualifications & Skills

- **QuickBooks Mastery:** Minimum of 3–5 years of advanced experience with **QuickBooks Online** or **Desktop**. (Certification is a plus).
 - **Experience:** Proven track record as a Staff Accountant, Bookkeeper, or in a similar role.
 - **Technical Savvy:** High proficiency in Microsoft Excel (VLOOKUPS, Pivot Tables) and tech-stack integrations (e.g., Bill.com, Expensify).
 - **Attention to Detail:** An eagle eye for discrepancies and a commitment to data integrity.
 - **Communication:** Ability to explain complex financial data to non-finance team members.
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Position Details

- **Type:** Contract (approx. 40 hours per week).
 - **Duration:** Ongoing
 - **Location:** Remote / Hybrid / On-site San Angelo, TX.
 - **Compensation:** commensurate with experience.
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How to Apply

Please submit your resume and a brief cover letter highlighting your specific experience with **QuickBooks** to **kpickens@sanangelodiocese.org**

Note: Candidates may be asked to complete a brief QuickBooks proficiency assessment as part of the interview process.