

JOB DESCRIPTION

JOB TITLE: Diocese Senior Accountant

JOB CODE: ASCN-E

Exempt: No

Supervisor: Mel Malkic

Employee Name:

SUMMARY: Performs intermediate level accounting duties requiring knowledge of GAAP. Applies principles of accounting to analyze financial information and prepare financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following.

- Responsible for accounting, monthly closing, reconciliation and financial reporting for several Diocesan entities to include: Catholic Sun, St. Thomas Aquinas Fund, Clerical Fund Society, Clergy Retirement Plan, Collections Fund, Scuderi Foundation, McDevitt Foundation, Heritage Foundation, Diocese Investment Fund, Lay Pension Plan, Insurance Funds (PSI, Health, Disability, Unemployment)
- Authorize accounts payable transactions for the above mentioned entities.
- Prepares cash flow analysis for Accounting Manager on above entities.
- Performs monthly closing and general ledger reconciliations for above mentioned entities. This includes bank reconciliations, payroll JE's and other standard JE's.
- Performs monthly financial analysis on variances for above mentioned entities.
- Prepare financial reports and attend bi-monthly Catholic Sun Board meetings.
- Performs quarterly forecasting and assists in budgets or long range planning for above mentioned entities.
- Prepares work papers for annual audit and interfaces with auditing firm for the entities stated above.
- Related duties as assigned to meet the needs of the organization. These duties will vary based on the needs of the department.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS:

- Bachelor's Degree in Accounting

EDUCATION AND/OR EXPERIENCE:

- Five to seven years related experience.
- Computer knowledge and experience with Excel, Word, and Sage MAS 200
- Ability to work independently and as a team
- Detail oriented with excellent interpersonal skills

Approved:

Employee

Date

Supervisor

Date