

Parish Accountant

St. Faustina Catholic Church

Purpose: To provide dedicated support with respect to accounting, financial control, and reporting functions to the Finance Council, Departments, and Ministries. Oversee the day-to-day related functions and tasks within the accounting and finance function. This is a critical parish position responsible for daily accounting activities, including monthly, quarterly, and fiscal year-end reporting of the General Ledger, receivables, payables, payroll, and tax reporting. It also involves ensuring all general accounting principles and practices are followed. The position is accountable for ensuring that accurate financial records are maintained. The Parish Accountant reports directly to the Business Manager.

Key Responsibilities:

- Ensure correct coding of Accounts Payable invoices.
- Prepare A/P checks every week. Prepare and export the required Positive Pay report to the Bank.
- Prepare and submit the Priest's monthly Expense Reports for reimbursement.
- Maintain proper accounting of all general ledger accounts, ensuring they are accurately reviewed monthly.
- Ensure correct coding of credit card charges into the parish accounting software program. Reconcile the credit card accounts to the statements received each month. Inform the Business Manager if Credit Cards have exceeded Credit Limits.
- Code and enter weekly deposits.
- Report cash flow/cash balance to the Business Manager so that the required cash balance is maintained and the necessary transfers are made to the DSL account.
- Prepare necessary Journal Entries such as recording void checks, payrolls, stock donations, loan payments, quarterly interest income, correcting entries, and month-end accruals.
- Reconcile Balance Sheet accounts.
- Process and complete month-end procedures by the required due date and prepare month-end reports for the Finance Council and other departments/ministries. Respond to questions.
- Reconcile, prepare, and submit the following quarterly and yearly reports with accuracy and by the required due dates:
 - Texas Sales Tax Report & payment (Quarterly)
 - Priest's Salary Adjustment to W2 (Yearly)
 - W-2 (Yearly)
 - 1099 Forms (Yearly)
 - Form 1096 & W-2G (Yearly)
- Assist with the annual budget process as requested.
- Process and prepare all Fiscal Year End Closing Entries and Reports.
- Process Bi-Weekly Payroll. Duties include entering musicians' pay and priests' Mass Intentions once a month. Reconciling all payroll liability accounts, PTO accounts, and Mass intention accounts. Printing required Payroll Reports and importing Payroll Journal Entry.
- Ensure all information requested and required for audit purposes is maintained and available.
- Adhere to and comply with Archdiocesan policies and procedures related to the accounting function.
- Stay up to date with accounting principles, changes, and developments provided by PAS.
- Maintain the highest level of confidentiality, ensuring information is only disclosed as appropriate.
- Other duties, projects, and tasks may be assigned at the discretion of the Business Manager or Pastor.
- Maintain positive working relationships with Archdiocesan department contacts and other parish employees.
- Demonstrate an understanding and personify the parish's mission and vision.

Qualifications:

- An undergraduate degree in accounting is required.
- A minimum of five years of experience working in accounting or a related position, preferably in a Catholic parish environment.
- Have a good math aptitude and ability to work with figures.
- A high level of proficiency in working with computers, including Excel, Word, and other financial transactions and planning software.
- Experience working with third-party payroll vendors, preferably ADP, is required.
- Ability to work independently without much supervision.
- Strong ability in managing and processing large quantities of data.
- High proficiency in data organization, filtering, and analysis.
- Demonstrated ability to multitask and maintain accuracy and quality of work.
- Communicate effectively both orally and in writing.

This is a full-time, benefit-eligible position. Interested candidates who meet the requirements listed above should submit a cover letter, resume, and references via email to bgillespie@saintfaustinachurch.org, with "Parish Accountant" in the subject line.