

DIOCESE OF PROVIDENCE
ONE CATHEDRAL SQUARE
PROVIDENCE, RHODE ISLAND 02903

Open Position Notice

Date: **October 31, 2023**

Position Title: **Senior Auditor**

Agency/Office: **Parish Financial Services**

Work Schedule: **Full Time**

Position Requirements:

The Diocese of Providence is seeking a full-time Internal Audit Senior to perform accounting, audit, and advisory services to Diocesan churches, schools, cemeteries, and other related agencies. This person will conduct internal audits and prepare written reports detailing findings from the above-mentioned assignments. Responsibilities also include special financial projects as they arise.

The well qualified candidate will have a clear understanding of how to evaluate internal controls, financial audit experience, and knowledge of Microsoft Word, Excel, Access, and QuickBooks software. Strong interpersonal skills both verbal and written are a must. A bachelor's degree in accounting and at least 5 years of experience is required.

Interested applicants should send a cover letter and resume to:

Diocese of Providence

Att: John Bittner

1 Cathedral Square,

Providence, RI 02903

or via email jbittner@dpvd.com