

DIOCESE OF PROVIDENCE
ONE CATHEDRAL SQUARE
PROVIDENCE, RHODE ISLAND 02903

Open Position Notice

Date: **March 15, 2024**

Position Title: **Senior Internal Auditor**

Agency/Office: **Office of Parish Financial Assistance**

Work Schedule: **Full Time**

Position Requirements:

The Diocese of Providence is seeking a full-time Senior Internal Auditor 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:

John Bittner
Director of Human Resources
Diocese of Providence
One Cathedral Square
Providence, RI 02903

or via email jbittner@dpvd.org