



Diocese of Salt Lake City Job Description

Job Title:	Accountant	Date Revised:	12.11.23
Department:	Finance Office	FLSA Status:	Exempt
Supervisor:	Chief Finance Officer		
Work Days:	Monday - Friday	Hours/Day:	7.5 Hours

Summary:

This full-time position is responsible for performing accounting support and internal reviews of schools and parishes ("sites") within the diocese. This position assists the Chief Finance Officer in the overall operations of the Finance Office.

Responsibilities:

Accounting

- Assist the CFO with ongoing revision and implementation of the review program.
- Assist CFO and Sr. Accountant with revisions to the Finance Manual to include specific procedures related to school accounting.
- Coordinate with CFO in calculations of site-specific statistical analysis, project, subsidy, and grant funds, and distribution calculations.
- Reconcile annual appeal donations between general ledger, sub ledger, and bank.
- Perform other duties and responsibilities as assigned by the Chief Financial Officer.

Site Accounting Support

- Review books of sites.
- Attend meetings, prepare schedules, and compile review reports for sites.
- Provide support and training for the ParishSOFT accounting system.
- Consult with pastors/administrators to ensure review services are rendered efficiently.
- Respond to questions and concerns of site staff.
- Train site staff members and administration on accounting procedures.
- Year-end review and follow-up with sites regarding financial statements.
- Review draft and final school budgets with CFO and Superintendent of Schools.
- Assist in the site income calculation for respective assessments.
- Prepare reports and provide requested information to the Diocesan Leadership and Superintendent of Schools.

- Participates in accreditation visits.

Required Education and Skills:

- Serve as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General and the supervisor.
- A minimum of a bachelor's degree with a major in accounting with a preference for fund accounting experience.
- Willingness to abide by the Code of Conduct (Appendix A of the Pastoral Directives).
- Understand and support the mission and purpose of the Diocese.
- Computer literate with Excel, Word, and financial accounting software. Experience with Serenic and ParishSOFT Accounting software would be a plus.
- Able to communicate clearly and effectively with parish/school administration.
- Must be detail oriented and provide accurate and timely information.
- Must be able to effectively prioritize work projects.
- Able to manage several projects and activities at the same time.
- Maintain confidentiality.
- Must work well as a team member as well as independently.
- Knowledge of ParishSOFT Accounting preferred.