

STAFF ACCOUNTANT (Full-Time, Non-Exempt)

The Diocese of Stockton has an opening for a Staff Accountant.

This position requires the incumbent to manage payroll, investment/bank reconciliations, cash receipts and receivable processes, annual business property statement filings, fixed assets, and assists in maintaining the general ledger. Assists with the annual audit as well as other tasks as assigned. These functions are performed for several databases.

Demonstrates the ability to maintain the confidentiality of employee personnel files and payroll operations in addition to successful accounting experience with general ledger, accounts receivable, and accounts payable, preferably in a non-profit work environment.

Must have a BA/BS or equivalent in accounting, bookkeeping or related field or experience, and have a strong knowledge of MS Excel.

This position reports to the Controller.

To apply, please go to the Diocese of Stockton website or submit your resume to jobs@stocktondiocese.org