

# Diocese of Sacramento

## JOB DESCRIPTION

<b>Dept:</b>	<b>Catholic Funeral &amp; Cemetery Services (CFCS)</b>
<b>Position:</b>	<b>Senior Accountant</b>
<b>Classification:</b>	<b>Exempt</b>
<b>Schedule:</b>	<b>Full Time</b>

**Reports To:** Controller of CFCS, Inc.

**Essential Functions:** As a practicing Catholic and member of the staff of CFCS, under the supervision of the CFO, the Senior Accountant shall for both CFCS and Sacramento Catholic Family Insurance Services, Inc. (SCFIS):

- Perform technical and advanced accounting functions, including maintenance, analysis and reporting of general ledger accounts and budgets.
- Prepare complex accounting records, reports, and analysis in all areas of cemetery finances, including but not limited to accounts receivable aging, inventory, deferred revenue, and accounts payable.
- Prepare correcting, adjusting and closing entries for accounting journals
- Reconcile investment and bank accounts; reconcile general ledger accounts and prepare required entries.
- Prepare departmental revenue and expense reports and analysis
- Participate in the preparation of the annual independent audits of CFCS and SCFIS.
- Participate in processing all transactions and serve as liaison between cemetery operating personnel and accounting.
- Perform special project functions as required
- Supervise and assist accounting clerks
- Other tasks as may be assigned by supervisor from time to time.

### MINIMUM QUALIFICATIONS:

**Education:** Bachelor degree in accounting or finance.

**Experience:** CPA license or a minimum of five years experience in all processes of accounting cycle, basic internal controls and GAAP. Public accounting experience is preferred.

**Skills / Knowledge:** The CFCS' mission in the Diocese of Sacramento; current GAAP knowledge; budgeting procedures; must be highly proficient with Excel and Word. Experience with Solomon and Great Plains a plus. Demonstrated good communication skills: both oral and written.

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**Employee's Signature**

**Date**

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**Supervisor's Signature**