

Diocese of Sacramento

JOB DESCRIPTION

Dept:	Finance
Position:	Staff Accountant
Classification:	Non-Exempt
Schedule:	Full Time

Reports To: Assistant Director of Finance or CFO

Essential Functions:

As a member of the Finance team and under the supervision of the Assistant Director of Finance, the Staff Accountant shall:

- Assist the processing of payroll across the various Parishes and sites within the Diocese;
- Support Parishes and sites with payroll processing tasks as needed;
- Assist with payroll related tasks and ensure proper funding and accounting of clearing accounts;
- Perform bank and account reconciliations for various accounts;
- Participate in processing all transactions and assist department managers as needed;
- Cross train and serve as back up for AP/AR functions;
- Assist with audit requests from external auditors;
- Ensure set deadlines are met and financial reports are delivered timely and
- Performs other related duties or special projects as required and assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor degree in accounting or finance.

Experience: Minimum of one year experience in all processes of accounting cycle, and basic internal controls and GAAP.

Skills / Knowledge: The Church's mission in the Diocese of Sacramento; current GAAP knowledge; budgeting procedures; must be highly proficient with Excel and Word. Demonstrated good communication skills: both oral and written.

Employee's Signature

Date

Supervisor's Signature