



Diocese of Salt Lake City Job Description

Job Title:	Accounting Specialist – Parishes & Missions Finances	Date Revised:	06/28/2021
Department:	Finance Office	FLSA Status:	Exempt
Supervisor:	Chief Finance Officer		
Work Days:	Monday - Friday	Hours/Day:	7.5 Hours

Summary:

This full-time position assists the Diocesan Finance Officer in the daily operations of the Finance Office as well as provide oversight of Parish/Mission financial operations.

Responsibilities:

ParishSoft Support

- Review parishes including, preparing schedules and compiling audit reports.
- Respond to questions and concerns of parish staffs.
- Train parish staffs to implement procedural changes in the review process.
- Fiscal year-end review and follow-up with parishes regarding parish financial statements.
- Determination of parish income for calculation of parish assessments.

General Accounting

- Enter daily cash receipts; process bank and online deposits.
- Some filing of financial documents.
- Perform other duties and responsibilities as assigned by the Chief Financial Officer.

Preferred Education and Skills:

- Understand and support the mission and purpose of the Diocese.
- Willingness to abide by the Code of Conduct (Appendix B of the Pastoral Directives).
- Minimum of 4 to 5 years experience in accounting.
- Computer literate with Excel, Word, Office 365.
- Able to communicate clearly and effectively with parish/school administration.
- Must be detailed oriented and provide accurate and timely reports.
- Able to manage several projects and activities at the same time.
- Maintain confidentiality.
- Works as a team member as well as independently.

