



Diocese of Salt Lake City Job Description

Job Title:	Accounting Specialist, Finance	Date Revised:	02.28.23
Department:	Finance Office	FLSA Status:	Non-Exempt
Supervisor:	Chief Finance Officer		
Work Days:	Monday - Friday	Hours/Day:	7.5 Hours

Summary:

This full-time position is responsible to assist the Chief Finance Officer in the overall operations of the Finance Office as well as provide support to the parishes, missions, and schools financial operations. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

Responsibilities:

Parish, Mission, and School Support

- Support Accounting program.
- Assist the Chief Finance Officer with ongoing revision and implementation of the review program and finance manual.
- Provide bookkeeping support and training to the parishes, missions, and schools.
- Coordinate and communicate documentation needs with locations for year-end.
- Assist in the calculation of parish ordinary income for calculation of assessments.

General Accounting

- Process bank deposits.
- Assist in the reconciliation of various programs.
- Serve as backup to accounting staff.
- Files and maintains all accounting documentation.
- Perform other duties and responsibilities as assigned by the Chief Financial Officer.

Required 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).
- Associate degree in accounting preferred with a minimum of 3 years accounting experience.
- Computer literate with Excel, Word, Office 365.
- Able to communicate clearly and effectively with parish/school administration.
- Must be detail oriented and provide accurate and timely reports.
- Works as a team member as well as independently.