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| Diocesan Coat of Arms.JPG | **Diocese of Salt Lake City****Job Description** |

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| **Job Title:** | Analyst, Parish & Mission Finances | **Date Revised:** | 04.01.2021 |
| **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 Diocesan Finance Officer in the overall operations of the Finance Office as well as provide oversight for Parish/Mission financial operations. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

**Responsibilities:**

**ParishSOFT Support**

* Support Accounting program.
* Review parishes including attending meetings, preparing schedules and compiling audit reports.
* Assist the Diocesan Finance Officer with ongoing revision and implementation of the review program.
* Consult with pastors and administrators to ensure rendering of efficient review services.
* Respond to questions and concerns of parish staffs.
* Train parish staffs to implement procedural changes in the review process.
* Year-end review and follow-up with parishes regarding parish financial statements.
* Determination of parish ordinary income for calculation of parish assessments.

**General Accounting**

* Serve as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General and the supervisor.
* Enter daily cash receipts.
* Process bank deposits and online deposits.
* Files insurance, banking, entries, vendors, W-9’s, 1099’s, and other 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).
* Minimum of 4 to 5 year experience in accounting.
* 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.
* Able to manage several projects and activities at the same time.
* Maintain confidentiality.
* Works as a team member as well as independently.
* Experience in ParishSOFT Accounting preferred.