



## Diocese of Salt Lake City Job Description

<b>Job Title:</b>	Schools' Accountant	<b>Date Revised:</b>	09.12.22
<b>Department:</b>	Finance Office	<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	Chief Finance Officer		
<b>Work Days:</b>	Monday - Friday	<b>Hours/Day:</b>	7.5 Hours

### **Summary:**

This full-time position is responsible to perform accounting support and internal reviews of schools/parishes within the diocese. This position assists the Diocesan Finance Officer in the overall operations of the Finance Office.

### **Responsibilities:**

#### **Accounting**

- Assist the CFO with ongoing revision and implementation of the audit program.
- Assist CFO and Sr. Accountant with revisions to the Finance Manual to include specific procedures related to school accounting.
- Coordinate with CFO in calculations of parish and school statistical analysis, project, subsidy, and grant funds, and school distribution calculations.
- Perform other duties and responsibilities as assigned by the Chief Financial Officer.

#### **Schools and their Respective Parishes (“Schools”) Accounting Support**

- Review schools books.
- Attend meetings, prepare schedules and compile audit reports for schools.
- Provide support and training for the ParishSOFT accounting system.
- Consult with pastors/administrators to ensure audit services are rendered efficiently.
- Respond to questions and concerns of school staffs.
- Train school staff members and administration on accounting procedures.
- Year-end review and follow-up with schools regarding financial statements.
- Review draft and final school budgets with CFO and Superintendent of Schools.
- Assist in the school income calculation for respective assessments.
- Prepare reports and provide requested information to the Diocesan Leadership and Superintendent of Schools.
- Participates in accreditation visits.

### **Required Education and Skills:**

- 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.
- A minimum of a bachelor's degree with a major in accounting with a preference for fund accounting experience.
- Willingness to abide by the Code of Conduct (Appendix A of the Pastoral Directives).
- Understand and support the mission and purpose of the Diocese.
- Computer literate with Excel, Word, and financial accounting software. Experience with Serenic and ParishSOFT Accounting software would be a plus.
- Able to communicate clearly and effectively with parish and school administrations.
- Must be detail oriented and provide accurate and timely information.
- Able to manage several projects and activities at the same time.
- Maintain confidentiality.
- Works as a team member as well as independently.