

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

POSITION TITLE: Accountant

JOB CLASSIFICATION: Exempt

DEPARTMENT/PROGRAM: Accounting

REPORTS TO: Assistant Controller, Janette Ramirez

SUPERVISORY RESPONSIBILITY: First-level, detailed review of peer work products as assigned; no direct administrative reports

INTERNAL/EXTERNAL CONTACTS: Pastoral Center departments, catholic cemeteries, diocesan parishes and schools, and other related parties from time to time

PRIMARY PURPOSE:

Process assigned accounting transactions completely, accurately, and timely.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Bachelor's degree
- Five years' worth of accounting or auditing experience, including some public accounting
- Understanding of US GAAP
- Advanced proficiency in Microsoft Office applications, including Excel, Outlook, Word, and PowerPoint
- Intermediate proficiency with NetSuite or other accounting systems
- Intermediate proficiency with Microsoft Power BI (business intelligence)
- Excellent oral and written communication, and problem-solving skills
- Excellent clerical accuracy and attention to detail
- Demonstrated initiative and independence
- Demonstrated adherence to a strict standard of confidentiality and ethics

DESIRED:

- Church or non-profit experience
- Proficiency with SQL and VBA
- Proficiency with databases
- Practicing Roman Catholic
- Bi-lingual

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, ten-key calculator, check encoder and printer, and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.

ESSENTIAL FUNCTIONS:

- Initiate accounts payable vendor bills
- Initiate accounts receivable invoices
- Process bank deposits
- Prepare manual journal entries
- Monitor workflow and post approved transactions timely
- Process check, ACH, and EFT payments
- Monitor and resolve payment exceptions
- Maintain, and accurately and timely process monthly ticklers
- Process form 1099s
- Perform other work-related tasks as assigned.

NON-ESSENTIAL FUNCTIONS:

- Research, analyze, report, and present data to provide actionable information to leadership
- Reconcile balance sheet accounts
- Assist with processing and monitoring internal controls