



Finance Intern

The Diocese of Fall River is seeking a paid Finance Intern to join our Finance team at the Chancery Office in Fall River, MA. We are seeking a self-motivated and team-orientated individual of high integrity who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth!”

The Diocese of Fall River is standing on the threshold of a life-changing chapter in its 118-year history and we are looking for someone who is driven to be an integral part of this exciting team. The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 130 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 80 parishes and 11 mission churches.

The Finance Intern will assist in Finance’s activities for the organization. This intern position’s work schedule can be really flexible. The Intern could work a day or two a week (or perhaps more if the Intern desired) during the school year, with the possibility of 5 days a week during the summer.

1. Consolidate parish and school financials from QuickBooks file(s)
2. Review and re-format parish guides and tutorials
3. Provide support for parish and school audits
4. Review abandoned property listings (findmassmoney.com) for escheated Diocesan property
5. Audit files in basement for old stock certificates
6. Ad hoc financial support
7. Billing support
8. Quality Control
9. Review bank and investment reconciliations
10. Assist with filing and paper management
11. Other duties as required

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Jenn Oliveira, Human Resources Manager; Confidential Fax: (508) 689-7920; Email: joliveira@dioc-fr.org ; Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720; or call Jenn directly at (508) 617-5321 to discuss this great opportunity!

Equal Opportunity Employer