



JOB DESCRIPTION
Diocese of Fall River

JOB TITLE: **Staff Accountant**
DEPARTMENT: **Finance**

The full-time Staff Accountant reports to the Director of Finance and is responsible for handling General Ledger accounts and business transactions of the organization in accordance with Generally Accepted Accounting Principles (GAAP). The position supports the Chancery Office, as well as related organizations, including the Foundation to Advance Catholic Education (FACE), and the Catholic Foundation of Southeast Massachusetts (CFSEMA). The person filling this position will interact not only with the Director of Finance, CFO, and other Chancery staff, but also business managers and other personnel at parishes, schools, and related ministries across the Diocese of Fall River.

Essential job duties include:

- Booking journal entries related to daily cash receipts and processing payroll journal entries
- Reconciling bank and investment accounts to third party statements
- Reconciling various Chancery, FACE, and CFSEMA donations received to donor databases maintained by CFSEMA.
- Managing depreciation schedules and booking entries in accordance with the Chancery's fixed asset policy
- Assisting in the management of accounts receivable, including creating and reviewing aging reports related to Chancery bills
- Supporting various day-to-day, monthly and year-end operations of the Accounting/Finance Department, including providing support for the annual Chancery, FACE, and CFSEMA audits
- Supporting any tax reporting needed by the Chancery Finance Office, including creating 1099s for independent contractors
- Processing and recording accounts payable transactions and ensuring that all invoices and staff reimbursements are paid accurately and in accordance with Finance policies and procedures
- Assisting in the creation of the monthly budget/forecast as well as the creation of financial reports such as financial statements, budget performance, financial reporting, etc.
- Managing treasury functions, including initiating bank wires and monitoring cash balances.

- Reviewing and/or crafting policies and procedures of the Chancery Finance Office that leverage best practices and are in accordance with GAAP.

Qualifications:

- Bachelor's Degree in Accounting or Finance
- Strong organizational skills and ability to prioritize workload in order to meet tight deadlines in a fast-paced and dynamic work environment
- Excellent analytical and problem-solving skills
- Must demonstrate attention to details and accurate record-keeping
- Proficient in Microsoft Office (Outlook, Word, PowerPoint, especially Excel)
- Experience in using Quickbooks or Blackbaud systems a plus
- Team player and ability to collaborate with other teams in the organization
- High level of interpersonal skills with demonstrated poise, tact and diplomacy
- Demonstrate a proficient level of professional skill and/or knowledge in accounting and keep current with developments and trends
- Knowledge and ability to use applicable information technology and systems to meet work needs
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management
- At least 2 years of non-profit accounting experience (accounting operations and/or audit) a plus

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: Jennifer Oliveira, Human Resources Manager.
E-mail: joliveira@dioc-fr.org; Confidential Fax: (508)689-7920; Mail: The Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer