



Diocese of Springfield in Illinois

Catholic Pastoral Center

Job Title: Staff Accountant
Division/Department: Office for Financial Strategy and Planning
Reports to: Finance Officer
FLSA Status: Non-Exempt
Prepared Date: September 2022

Summary

The Staff Accountant will provide data analysis and administrative support pertaining to parishes and projects to the Finance officer. The position will also serve to support parish accounting staff across the Diocese. This position is responsible for communicating finance policies, training staff, supporting the parish tithe process; as well as helping implement accounting software and procedures. The position will assist with audits and help establish internal controls as needed.

Essential Duties & Responsibilities

- 1) Support the parish tithe process.
 - a) Provide software training and support to parishes for Quickbooks, Qvinci and other related products.
 - b) Run monthly tithe reports using exception reporting to monitor for errors and correct when necessary.
 - c) Prepare financial reports related to the tithe.
 - d) Collaborate with accounts receivable for billing of parishes.
 - e) Participate as needed in training of seminarians, priests, trustees, finance council members and employees.
- 2) Analyzing parish financial data.
- 3) Assist parishes through parish vitality reports. Assist with school financial data and school vitality reports. Perform analysis on aggregated data of all parishes and all schools. Compare data against benchmarks.
- 4) Communicate standardized financial policies to parishes.
 - a) As needed, review for compliance the parish's maintenance of employees' signed acknowledgement of all parish policies.
 - b) Distribute parish financial statements and parish budget instructions each year being responsible for collecting and storing 100% of the reports annually.
- 5) Disseminate procedures for handling complaints and information regarding possible fraud.
- 6) Support the performance of parish audits as needed to review parish internal controls and financial data.
 - a) Validate the parish's completed internal control questionnaire, and review for accuracy.
- 7) Provide administrative support for Diocesan Finance Council, Deposit and Loan, and Foundation including their committees.

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- 8) Serve as Finance backup support for diocesan accounts payable, receivables and small parish payroll functions.
- 9) Prepare journal entries, analyses, and account reconciliations and assist with monthly close process.
- 10) Contribute to the development and review of annual operating budgets.
- 11) Maintain appropriate documentation for the purpose of internal audits.
- 12) Respond to information requests and assist with external audits.
- 13) Other Duties as assigned.

Education And/or Experience

Bachelor's Degree in accounting or equivalent.

1-year accounting experience required; 3 years preferred

Required Skills, Knowledge, and Characteristics

- Must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church. An active member of the Roman Catholic faith community preferred.
- Possess excellent, organizational, and planning skills.
- Excellent oral and written communication skills with attention to accuracy, detail, and problem solving.
- Maintains confidentiality.
- In-depth analytical abilities.
- Ability to effectively train individuals.
- Familiarity with computer technology (Demonstrate a good working knowledge of Quick Books, Excel, Microsoft office products) Ability to learn Qvinci including mapping and creating reports.
- Proven ability to develop timelines and meet deadlines.
- Demonstrated interpersonal skills in a church setting.
- Excellent time management skills and ability to multi-task and prioritize work.
- Demonstrated ability to increase productivity and continuously improve methods and services.
- Ability to adapt in an environment of constant change.
- Availability for evening and weekend work.
- Valid driver's license. Able to operate a motor vehicle.

Physical Demands:

The physical demands of the position are those typically associated with work conducted in an office environment. The position requires the person be able to lift 30 pounds. Must be able to operate a motor vehicle.

Work Environment:

The Diocesan Pastoral Center operates in a smoke-free environment. The employee must be willing to abide by all policies of the Diocese of Springfield in Illinois. The general environment for this position is that commonly associated with a temperature-controlled office setting.

To Apply:

Please send resume and cover letter to hr@dio.org