

Diocese of Sacramento

JOB DESCRIPTION

Dept:	Catholic Funeral & Cemetery Services (CFCS)
Position:	Senior Accountant
Classification:	Exempt
Schedule:	Full Time

Reports To: Chief Financial Officer of CFCS, Inc.

Essential Functions: As a practicing Catholic and member of the staff of CFCS, under the supervision of the CFO, the Senior Accountant shall for both CFCS and Sacramento Catholic Family Insurance Services, Inc. (SCFIS):

- Perform technical and advanced accounting functions, including maintenance, analysis and reporting of general ledger accounts and budgets.
- Prepare complex accounting records, reports, and analysis in all areas of cemetery finances, including but not limited to accounts receivable aging, inventory, deferred revenue, and accounts payable.
- Prepare correcting, adjusting and closing entries for accounting journals
- Reconcile investment and bank accounts; reconcile general ledger accounts and prepare required entries.
- Prepare departmental revenue and expense reports and analysis
- Participate in the preparation of the annual independent audits of CFCS and SCFIS, its subsidiary.
- Participate in processing all transactions and serve as liaison between cemetery operating personnel and accounting.
- Perform special project functions as required
- Supervise and assist accounting clerks

MINIMUM QUALIFICATIONS:

Education: Bachelor degree in accounting or finance.

Experience: CPA license or a minimum of five years experience in all processes of accounting cycle, basic internal controls and GAAP. Public accounting experience is preferred.

Skills / Knowledge: The Church's mission in the Diocese of Sacramento; current GAAP knowledge; budgeting procedures; must be highly proficient with Excel and Word. Experience with Solomon and Great Plains a plus. Demonstrated good communication skills: both oral and written.

Employee's Signature

Date

Supervisor's Signature