

# Diocese of Sacramento

## JOB DESCRIPTION

<b>Dept:</b>	<b>Catholic Funeral &amp; Cemetery Services (CFCS)</b>
<b>Position:</b>	<b>Staff Accountant</b>
<b>Classification:</b>	<b>Non- Exempt</b>
<b>Schedule:</b>	<b>Full Time</b>

**Reports To:** Senior Accountant or Controller of CFCS, Inc.

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

- Perform accounting functions to include preparing journal entries and maintenance, analysis and reporting of general ledger accounts.
- Perform collection activities for accounts receivable (AR) accounts and be able to discuss payment options with families.
- Participate in processing all transactions and serve as liaison between cemetery operating personnel and accounting.
- Process change order requests.
- Match deposits between system entries and bank transactions.
- Prepare data entry batches.
- Serve as back up for accounts receivable and accounts payable functions.
- Perform special project functions as required.
- Perform other tasks and/or other projects as assigned.

### MINIMUM QUALIFICATIONS:

**Education:** Bachelor degree in accounting or finance.

**Experience:** Minimum of three years experience in all processes of the accounting cycle and working across various department functions to achieve results.

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

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**Employee's Signature**

**Date**

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**Supervisor's Signature**