

Diocese of Sacramento

JOB DESCRIPTION

Dept:	Finance
Position:	Accounting Manager
Classification:	Exempt
Schedule:	Full Time

Reports To: Assistant Director of Finance or CFO

Essential Functions:

As a member of the Finance team and under the supervision of the Assistant Director of Finance, the Accounting Manager shall:

- Direct and coordinate all accounting operational functions
- Coordinate and assist the processing of payroll across the various Parishes and sites within the Diocese
- Manage payroll related tasks and ensure proper funding and accounting of clearing accounts
- Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated results
- Coordinate and assist with the preparation of internal and external financial reports
- Assist in the coordination of activities with external auditors
- Assist with the budget process
- Assess current accounting operations, offering recommendations for improvement and implement new processes
- Evaluate accounting and internal control systems
- Participate in processing all transactions and assist department managers as needed
- Ensure set deadlines are met and financial reports are delivered timely
- Performs other related duties or special projects as required and assigned

MINIMUM QUALIFICATIONS:

Education: Bachelor degree in accounting or finance.

Experience: CPA license or a minimum of four years experience in all processes of accounting cycle, basic internal controls and GAAP, to include at least 2 years of public accounting experience.

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 Great Plains a plus. Demonstrated good communication skills: both oral and written.

Employee's Signature

Date

Supervisor's Signature