



Diocese of Salt Lake City Job Description

Job Title:	Accounting Specialist, Finance	Date Revised:	12.11.2023
Department:	Finance Office	FLSA Status:	Non-Exempt
Supervisor:	Chief Finance Officer		
Work Days:	Monday - Friday	Hours/Day:	7.5 Hours

Summary:

This full-time position is responsible for assisting the Chief Finance Officer in the overall operations of the Finance Office as well as providing support to the parishes, missions, and schools financial operations. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

Responsibilities:

ParishSOFT Support

- Support Accounting program.
- Assist the CFO with ongoing revision and implementation of the review program.
- Provide bookkeeping support to the parishes, missions, and schools.
- Respond to questions and concerns of parishes, missions, and schools.
- Assist in the training of parish staff to implement procedural changes in the review process.
- Year-end review and follow-up with parishes regarding parish financial statements.
- Assist in the calculation of parish ordinary income for calculation of parish, mission, and school assessments.

General Accounting

- Review RFPs to ensure proper documentation before input.
- Setup vendors in Accounting Program.
- Back-up Accounts Payables.
- Process bank deposits and online deposits.
- Review and post utilities for Roman Catholic Bishop and Diocesan Real Estate Corp.
- Prepares monthly journal entries, to include copies, postage, supplies, and telephone.
- Prepare annual inventory of supplies for audit. Reconcile clearing account and other insurance liability accounts.
- Files insurance, banking, entries, vendors, W-9's, 1099's, and other accounting documentation.

- Perform other duties and responsibilities as assigned by the CFO.

Required Education and Skills:

- Serve as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General and the supervisor.
- Understand and support the mission and purpose of the Diocese.
- Willingness to abide by the Code of Conduct (Appendix B of the Pastoral Directives).
- Associate degree in accounting.
- Minimum of 4 to 5 year experience in accounting.
- Computer literate with Excel, Word, Office 365.
- Able to communicate clearly and effectively with parish/school administration.
- Must be detail oriented and provide accurate and timely information.
- Must be able to effectively prioritize work projects.
- Able to manage several projects and activities at the same time.
- Maintain confidentiality.
- Must work well as a team member as well as independently.
- Knowledge of ParishSOFT Accounting preferred.