

## Staff Job Description

**Job Title:** Diocesan Accountant – Accounting Office  
**Reports To:** Director of Accounting/ Office Manager  
**FLSA Status:** Exempt

**Summary Statement:** Oversee and process monthly financial data for parishes, high schools and agencies. Assist and train bookkeepers to follow proper procedures and answer processing questions. In addition, the Accounting Office is responsible for processing payroll, preparing quarterly tax returns, administering unemployment office claims, and working cooperatively with many other diocesan offices.

### Essential Duties and Responsibilities:

1. Generate monthly financial reports for parishes, schools and agencies
  - Review and import transaction data, verify key account balances, create/review and record journal entries as needed. Generate monthly financial reports with Serenic jet reports.
  - Monitor and save incoming monthly financial files from parish emails to network drive.
  - Maintain accounting log with incoming financial data and completed parish financials.
  - Verify that parishes are sending in financials on a timely basis.
  - Enter and review annual budgets.
  - Review year-to-date general ledger at year-end for each parish for any necessary corrections.
  - Assist bookkeepers with any questions on financial reports and reconciliations.
  - Provide support to bookkeepers with QuickBooks questions using remote access via TeamViewer.
2. Payroll Responsibilities using Thomson Reuters
  - Assist with processing of payroll for multiple locations on various pay cycles.
  - Submit or release processed electronic payroll files to the bank.
  - Reconcile Diocesan payroll account monthly to bank and QuickBooks.
  - Contact employees with outstanding payroll checks older than 6 months.
3. Maintain Accounting Office Billing and Accounts Receivable
  - Generate accounting invoices the first of each month for accounting services.
  - Prepare and post bank deposits and reconcile to A/R listing at month end.
  - Assist with reconciliation of IT resale account activity.
4. Administration of Unemployment Office Claims
  - Assist parishes/schools/agencies with proper reporting.
  - Liaison with Sedgwick to respond to unemployment claim questions.
  - Maintain files for unemployment claims and complete any audit forms from IDES.
  - Maintain and reconcile Unemployment Office activity in QuickBooks.
5. Administration of LiFE Office QuickBooks activity including disbursements, receipts and reconciliation.
6. Prepare and post Energy Program bank deposits. Assist with monthly gas and electric billings.
7. Opening the mail daily and other general office duties.

### Requirements:

- Bachelor's Degree in Accounting or equivalent combination of education and experience.
- Proficiency using Microsoft Office (Word, Excel) and aptitude to learn QuickBooks and accounting software required.
- Ability to work as part of a team, prioritize multiple duties to meet deadlines, and communicate effectively both in writing and verbally. Due to the sensitive nature of the responsibilities, confidentiality is an essential requirement of the position.

All offers of employment are conditional pending background and reference checks and approval to hire.

Applicants may send cover letter and resume to Jodi Rippon at: [jripton@rockforddiocese.org](mailto:jripton@rockforddiocese.org)