

Staff Job Description

Job Title: Director of Accounting
Reports To: Director for Financial & Administrative Services
FLSA Status: Exempt

Summary Statement: This position is responsible for the management of the Accounting and Data Processing Office. The financial responsibilities include primary liaison for annual Diocesan Audit with external auditors, management of lay retirement plans (403b and Pension Fund), fiscal management of The Catholic Foundation, Diocesan stock sale processing, assist with Diocesan Investment and Loan Fund, compliance with various government reporting requirements, creation and maintenance of complex spreadsheets and custom reports for internal use, and assisting with special projects as needed.

Essential Duties and Responsibilities:

- **Oversee and Support functions provided by Accounting and Data Processing Office & Payroll Office**
 - Provide technical support and supervise professional accounting staff
 - Understand standardized chart of accounts and financial reporting requirements
 - Prepare monthly payroll account bank reconciliation, review various others
 - Assist with Government reporting: Quarterly 941 filing, IL Unemployment report filed by location, W-2 processing, Annual Capital Expenditures Survey (worksheet ACE-1(L)), IL unclaimed property report filing
 - Perform duties of Trust Manager for Lay Employee Pension Trust and 403(b) retirement plans
- **Finance Office responsibilities**
 - Compliance with diocesan financial policies: best practices, capital projects, compensation
 - Gain understanding of self-insured insurance programs, internal bank and Foundation
 - Review Diocesan Investment and Loan activity and prepare monthly statements
- **Year-end external audit**
 - Coordinate preliminary audit including date scheduling & documentation
 - Prepare post-retirement health insurance liability calculations
 - Review and maintain fixed asset/depreciation schedule
 - Audit CCHS on rotating basis
 - Prepare individual audit reports for each office from diocesan financial reports
 - Prepare eliminating entries for consolidation
 - Prepare consolidated financial report for all diocesan entities
- **Gain understanding of and provide support using various software programs**
 - Serenic-Accounting, Thomson Reuters-Payroll, and ParishSOFT-Charitable Giving
 - Includes testing of software upgrades and writing/maintaining custom reports
- **Reconcile and balance monthly Wells Fargo Advisors brokerage statements**
 - Reconcile statements and prepare entry to record earnings for The Catholic Foundation, Clergy Relief Society, and DIAL
 - Prepare and Post Foundation Monthly/Quarterly report on parish pages
- **Perform other duties as assigned**

Requirements:

- Bachelor's Degree in Accounting required with C.P.A. preferred.

- A successful candidate for this position will have proven accounting skills including preparation of year-end adjustments and financial statements, analysis of general ledger entries, and the ability to problem solve in a variety of situations.
- 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.
- Intermediate to advanced level Excel skills with the ability to manage and manipulate large quantities of data, familiarity with VLookups, pivot tables, graphs and complex formulas. Proficiency using Microsoft Office, QuickBooks and accounting software required.
- Prefer candidate to be a practicing Catholic in good standing.

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: jriippon@rockforddiocese.org