



Senior Accountant

This position ensures general ledger accuracy on all Chancery administration/ministries, deposits and loans, fixed assets, annual appeal and capital campaign books, as well as bank reconciliations for accounts administered at the Chancery of the Roman Catholic Bishop, Diocese of Santa Rosa. Incumbent is responsible for posting, reconciling and remitting 403b/Roth employee contributions and defined contributions for all Diocesan employees. This position is the primary lead on the payroll function for all Priests, Clergy, and 150 Lay Employees. Serves all parishes and Diocesan schools by assisting with financial procedures and best practice accounting processes. This position is also the expert in the Diocese on sales tax, property tax and property transfers.

Reporting to: Controller

Status: Exempt

Hours/Schedule: Full-time; 35+ hours/week

Accountable for

- Adherence to best practice G/L records in accordance with GAAP
- Accurate reports and financial information
- Legally compliant and timely payroll processes
- Legally compliant and timely annual property filings

Essential Functions

1. General ledger work on most chancery administration/ministries, deposits and loans, fixed assets, payroll, annual appeal and capital campaign accounts
2. Reconciles bank account on most accounts administered at the chancery
3. Month end procedures for accounts receivables and accounts payables
4. Assists and maintains transferring title of parish property to parish corporations and schools.
5. Property tax expert for Diocese and provides consultation to parishes and other entities as needed. Works closely with the assessors' offices in all counties and provides support to finance accounting clerks as needed.
6. Provides backup on daily deposits and banking as needed
7. Posts, administers, and reconciles pensions and retirement plans and provide reports to appropriate departments

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8. Works closely with HR and Benefits on any issues regarding Frozen Pension Plan (Defined Benefit) and Lay Defined Contribution Plan.
9. Processes semi-monthly payroll for Chancery and parishes as needed
10. Develops, conducts and documents financial procedure reviews with parishes and schools
11. Provides support and guidance to parishes and schools as needed in accounting review process including making adjustments and corrections as required for uniformity in payroll/accounting processes
12. Participates in entity reviews and assists Controller in documenting reviews. Provides input to the controller and CFO on improvements to the review process.
13. In conjunction with Human Resources and Benefits Department determine and correct employee wage/hour issues
14. Serves as back up for accounting, statements and audit preparation for the Catholic Community Foundation, and for ACA compliance and reporting
15. In coordination with other Accounting personnel provides remote accounting support to selected parishes/schools.
16. Works closely with Risk and Property Director/Controller/CFO to maintain/improve insurance billing process.
17. Works with Finance leadership to continuously improve the clarity of supporting documentation sent to entities
18. Complies with all office policies and procedures
19. Performs other duties as assigned, including assuming increased responsibilities and initiative with the goal of advancement to Controller.

Required Skills

- Maintain confidentiality of information
- Strong working knowledge of Excel, Word, PowerPoint
- Strong working knowledge of computer and manual accounting systems and procedures
- Ability to gather information and analyze for budgets, forecasts, and adherence to new laws and programs (i.e., Payroll Protection Plan during pandemic)
- Knowledge of GAAP accounting procedures and GAAS auditing standards
- Knowledge of sales tax laws and forms, property tax laws and forms

Preferred Education and Experience

- Bachelor degree in accounting, business administration or Finance
- Four to six years of business experience in a corporate accounting function
- Experience working with annual audits and auditors

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- Knowledge of accounting software including, IBS (payroll) and QuickBooks
- Strong written and verbal communication skills, analytical and organizational skills, and strategic thinking
- Experience with AccuFund or equivalent fund accounting software

Other Details

- Sitting at a desk for an extended period of time, squatting, and/or using a step ladder
- Using a mouse and keyboard for an extended period of time
- Requires ability to sit up to 7 hours per day with intermittent occasional walking, standing, bending and squatting.
- Rarely may be required to lift up to 25 pounds to a height of 4 – 5 feet, or carry 25 pounds up to 20 feet.
- Possess a valid driver’s license and access to a personal vehicle to utilize for business purposes. Will be required to drive within the borders of the Diocese (Sonoma, Napa, Lake, Humboldt, Mendocino, and Del Norte counties) up to a full work week once to twice per year.
- Benefit eligible position: medical, dental, vision, life, wellness, and pension

This job description is provided as a general summary of common duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and the Diocese of Santa Rosa, nor does it in any way alter the employment-at-will relationship that exists between employees and the Diocese of Santa Rosa. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

Review date: _____

Supervisor or Human Resources Signature: _____

Employee’s Signature: _____

(My signature above indicates that I have received a copy of this job description, the contents of which have been discussed with me by my supervisor or a Human Resources Department representative)