Diocese of Brownsville
Job Description

Position Title, Department: Multi Parish Accountant, Parish/School Accounting
Classification: Full-time, Non-Exempt
Supervisor: Supervisor of Parish/School Accounting

SUMMARY
Under the direct supervision of the Supervisor of Multi-Parish/School Accounting Department who is in direct communication with the Pastor/Principal of participating location(s) and in accordance with established policies and procedures, assists with the stewardship of the physical, financial and personnel resources of the parish. The MPSA values the organization and responsible management of resources and helps the Church fulfill its mission and purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

GENERAL
- Maintain calendar listing meetings, appointments, workshops, seminars, conferences, etc.
- Working knowledge of Generally Accepted Accounting Principals (GAAP) and fund accounting including internal controls
- Assure internal controls are followed and evaluate effectiveness
- Maintain a good working relationship with co-workers
- Maintain confidentiality of all materials
- Demonstrates attention to detail
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations
- Works within the approved budgets, develops and implements cost saving measures, conserves organizational resources
- Works with integrity and ethically; upholds values of the Church
- Undertakes self-development activities, seeks increased responsibilities, displays original thinking
- Reacts well under pressure
- Participate in regular staff meetings as directed by Supervisor
- Ability to troubleshoot computer software related issues
- Must have a reliable means of transportation, proof of financial responsibility, must provide a copy of their valid Driver’s license and proof of personal automobile insurance
- Other related duties as assigned

FINANCIAL
- Assist in preparing the annual budgets. Monitor actual monthly performance to the budget, keeping the Pastor and Council informed of the financial position
- Review monthly, quarterly, and annual reports and financial statements, including journal entries and reconciliations. Monitor general ledgers for all funds
- Oversees management of parish operational and financial records
- Manages bookkeeping functions including, but not limited to, payables and receivables and all other parish revenue and expense
- Liaison to Parish Finance Council
- Ensures that all funds withheld in the payroll process are paid in accordance with diocesan policy
- Follows procedures for procurement of goods and services
- Provide analysis of financial data
- Assure internal controls are followed and evaluate effectiveness
- Assist all fiscal auditors and coordinate auditing services and activities
- Monitor all financial transactions

**PERSONNEL**
- Assists Pastor with maintaining employee job descriptions, personnel policies and implementation of the guidelines and policies of volunteers

**SUPERVISORY RESPONSIBILITIES**
This job has no supervisory responsibilities.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE**
B. A. in business administration with major in accounting required with a minimum one or more years’ experience in accounting profession preferred. Or, AA degree in business and/or accounting with a minimum of five years experience. Ability to operate business office equipment, i.e. adding machine, copier, and a demonstrated competence in computer software (all Microsoft Office products, accounting packages, payroll systems and database programs).

**LANGUAGE SKILLS**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
Must have a current valid Texas Driver’s License and must attend the Safe Environment Training and earn a certificate.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, and climb stairs. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, typical of an office with computers and printers.

Use of personal vehicle with mileage reimbursement available for business use.

This is a forty-hour per week position. Office hours for this position are from 8:00am until 5:00pm Monday through Friday. Some late afternoon, evening or weekend work may be necessary.

JOB DESCRIPTION REVIEW AND ACCEPTANCE
I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

_________________________________  ________________
Signature of Employee  Date