



DIOCESE OF CHARLOTTE

1123 South Church Street, Charlotte, NC 28203-4003

Phone (704) 370-6299

Position Title: Director of Internal Audit

Department: Finance

Reports to: Chief Financial Officer

FLSA: Exempt

POSITION SUMMARY: Audits parishes, schools, and agencies for compliance with established diocesan financial policies, procedures and practices. Prepares detailed reports on findings and makes appropriate recommendations.

ESSENTIAL FUNCTIONS:

1. Audits the accounting and financial practices and records of diocesan parishes, offices, schools and agencies to ensure compliance with diocesan policy.
2. Conducts formal and informal workshops and informational meetings regarding diocesan financial policies, practices and procedures.

OTHER RESPONSIBILITIES:

1. Provides training and continuing education for parish, mission, school staff and financial councils.
2. Assists the finance office with financial projects as assigned by the CFO.
3. Serves as the liaison between parishes, missions, and schools with federal and state taxing authorities.
4. Audits outside firms conducting business with the diocese as assigned by the CFO.
5. Serves at backup for diocesan senior accountant positions.
6. Serves as liaison with parish, mission, school banks and credit card vendors.
7. Maintains database of parish, mission, and school financial information.
8. Computes yearly assessments for parishes, missions, and schools.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelors Degree in Accounting, Finance or related field; CPA or MBA.
2. Three years experience in accounting and auditing.
3. Thorough knowledge of accounting and tax related legislation, regulations and reporting procedures.
4. Strong verbal, written, analytical and interpersonal skills.
5. Proficiency with computers, word processing, spreadsheet software and Windows.
6. Ability to maintain confidentiality.

WORKING ENVIRONMENT: This position requires frequent travel, and some evening and weekend work.

Reply by submitting cover letter and resume before August 16, 2021 to employment@rcdoc.org.