



Job Description

Diocese of Charlotte

POSITION TITLE: Senior Staff Accountant Catholic Charities
DEPARTMENT: Accounting Department
REPORTS TO: Controller
FLSA: Exempt

POSITION SUMMARY:

Performs a wide variety of general and specialized accounting functions for Catholic Charities to include financial monthly closing, analysis/review of related accounts, departmental budgeting, payroll, sales & use tax, fund accounting and year-end audit work.

ESSENTIAL FUNCTIONS:

1. Reconciles balance sheet accounts to Raisers Edge.
2. Responsible for reviewing payroll to include timesheets, hours recorded, rates, taxes, check requests and all other aspects of payroll.
3. Responsible for reviewing cash receipts logs. Cash receipt logs originate from each office and are sent to the Junior Accountant. The Junior Accountant compiles the information onto summary logs which is then submitted for review to the Senior Accountant.
4. Responsible for processing the operating account bank reconciliation, preparing health insurance billing, recording in-kind donations/service hours and various other month-end items.
5. Prepares and posts month-end journal entries to include verification that all journal entries have been processed.
6. Responsible for month-end reporting. Compiles monthly reports for the Executive Director, Office Directors, Program Directors, Treasurer of CSS Board and Controller. Meets with the Executive Director monthly to review financial statements.
7. Responsible for maintaining the budget process. Works with the Executive Director and Office Directors to plan and compile budgets. Maintains the budget throughout the year, making any adjustments needed.
8. Responsible for working with Office Directors and Program Directors to ensure proper accounting procedures are being followed, grant requirements being met, answering questions, and assisting in research.
9. Responsible for processing sales tax returns.



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10. Responsible for compilation of schedules to complete the annual financial audit.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelor's Degree in Accounting
2. Minimum of three years' related experience
3. Proficient with Excel and accounting software
4. Ability to work both independently and with a team

WORKING ENVIRONMENT:

Office environment – normal work week with occasional evening or weekend work.

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.