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JOB POSTING – STAFF ACCOUNTANT

The Diocese of Charlotte is seeking a full-time Staff Accountant for Parish Accounting Services. Areas of responsibilities include general bookkeeping and accounting for parishes, missions and parish schools: monthly close, financial statement preparation, general ledger maintenance and reconciliations, journal entries, accounts payable and cash receipts processing, payroll entries, budgeting, sales tax and year-end tax reporting.

Requirements include:

- Education with a focus in Accounting, Finance or related field.
- Experience in accounting or bookkeeping, preferably for a parish.
- Excellent computer skills - specifically with Excel.
- Experience with ParishSOFT software - a plus.

Please send resume and salary history/requirements by to: Human Resources, Diocese of Charlotte, 1123 South Church Street, Charlotte, NC 28203-4003, or email to Recruiting@rcdoc.org.

The Diocese of Charlotte is an Equal Opportunity Employer.