

DIOCESE OF ERIE

Staff Accountant

We are looking for an organized, dedicated, and energetic Staff Accountant to join the Office of Financial Services.

This full-time position will be tasked with providing timely and accurate accounting information regarding the operational decisions of the Diocese. This includes accounts payable, accounts receivable, purchasing and general ledger duties and others as assigned by the Office of Financial Services.

Responsibilities

- Validation of incoming invoices, payment processing and maintaining all vendor files, including the administration of all 1099 files and reports.
- Always maintain a purchasing and delivery system for maintenance and office supplies for all diocesan office staff and ensuring an adequate supply of inventory.
- Assist in the monthly accounting and general ledger closing for the Diocese and its related affiliates, including the Catholic Foundation of Northwest PA, Catholic Deposit & Loan Fund and Catholic Charities of the Diocese of Erie, Inc.
- Assist the Office of Financial Services in its annual audit and those of its related affiliates.
- Assist in the monthly and/or quarterly reconciliation of cash and investment accounts as needed, including investment accounting.
- Provide support in the processing of parish assessments and related billing matters.
- Provide support in the administration of employee fringe benefits and related record keeping.
- Support all diocesan offices in their ministries, including special accounting reports as needed for their operations.
- Cross train as backup for computer service, accounts receivable and payroll duties.
- Special projects as needed by the CFO and Controller.
- Other duties and responsibilities as assigned.

Qualifications

Education:

- A minimum of a Bachelor of Science in Accounting.

Experience:

- Two to three years' experience in the areas of general ledger, accounts receivable payables and related accounting procedures in a dynamic office environment.

Skills:

- Ability to view the position as a Ministry to God's people.
- Must be competent with Excel and/or other worksheet programs in a Microsoft environment, and ability to learn specialized software. Great Plains accounting software familiarity a plus.

- Must be able to prioritize work and handle multiple tasks simultaneously with minimal supervision.
- Strong attention to detail and accuracy in providing timely reports.
- Strong analytical skills to problem solve and arrive at decisions.
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- Ability to work on a team.

To Apply:

For best consideration, please apply by **July 12, 2019**. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriecd.org/employment.html>.

Applicants must submit a cover letter, resume, references and a signed and completed job Application Form in one of two ways:

- 1) Email all materials to: hrinfo@eriecd.org. (Application form must be scanned, completed, signed and scanned.)
- 2) Mail to HR, Attn: Staff Accountant Search, 429 East Grandview Blvd., Erie, PA 16504