

## **Staff Accountant**

**Diocese of Erie | St. Mark Catholic Center**

Erie, PA | Full-Time | Salaried | Exempt

The **Diocese of Erie** is seeking a **Staff Accountant** to join our Financial Services team at the St. Mark Catholic Center. This is an excellent opportunity for an accounting professional who is passionate about accuracy, collaboration, and service—and who wants their work to support the ministries and mission of the Catholic Church across Northwest Pennsylvania.

Working closely with the **Controller and Chief Financial Officer**, the Staff Accountant plays a vital role in ensuring timely, accurate financial information that supports sound operational and strategic decisions for the Diocese and its affiliated organizations.

### **Key Responsibilities:**

- Assist with monthly general ledger close and financial statements
- Support annual audits and account reconciliations
- Process billing, parish assessments, and investment accounting
- Prepare reports for diocesan offices and ministries
- Serve as backup support for payroll and assist with special projects

### **Qualifications:**

- Bachelor's degree in Accounting or Finance
- 2-3 years of accounting experience
- Strong Excel skills and knowledge of GAAP
- Highly organized, analytical, and detail-focused
- Excellent communication and interpersonal skills

If you're an accounting professional looking to put your skills to work in a **mission-driven, collaborative environment**, we invite you to apply.

**Application Deadline for Best Consideration:** May 30, 2026

Submit cover letter, résumé (with references), and application form

**Learn more and apply:** <https://www.eriercd.org/employment.html>

Applications will be accepted until the position is filled.

1. Scan and email all materials to: [hrinfo@eriercd.org](mailto:hrinfo@eriercd.org), or
2. Complete the application on-line at <https://www.eriercd.org/employment.html>; send resume and cover letter to [hrinfo@eriercd.org](mailto:hrinfo@eriercd.org), or
3. Mail to Attn: Human Resources – Staff Accountant Search, 429 E Grandview Blvd., Erie, PA 16504