

Diocese of Erie

St. Mark Catholic Center
Position Profile

Job Title: Staff Accountant
Department: Financial Services
Location: Erie (SMCC).
Reports to: Controller (Director of Finance)
Cabinet: Chief Financial Officer
Classification: Salary
FLSA: Exempt; Full-Time.
Budget: 00
Date Created: 4/29/2026 (updated)

PURPOSE/OBJECTIVE:

Working under the direction of the Controller, to provide timely and accurate accounting information regarding the operational decisions of the diocese. This includes financial statement preparation and working to improve accounting procedures, internal controls and database management and other duties as assigned by the Office of Financial Services.

RESPONSIBILITIES:

The essential functions of the position include but are not limited to the following:

- Assists in the monthly accounting and general ledger closing for the Diocese and its related affiliates, including Catholic Deposit & Loan Fund and Catholic Charities of the Diocese of Erie, Inc.
- Assists the Office of Financial Services in its annual audit and those of its related affiliates.
- Performs the monthly and/or quarterly reconciliation of cash and investment accounts as needed, including investment accounting.
- Coordinates processing of all billing matters, including parish assessments and related third party billings.
- Supports all diocesan offices in their ministries, including special accounting reports as needed for their operations.
- Cross trains as backup for payroll duties.
- Special projects as needed by the CFO and Controller.
- DLS posting for Catholic Deposit and Loan.
- Processing monthly loan statements and quarterly deposit statements for Catholic Deposit and Loan
- Other duties and responsibilities as assigned.

QUALIFICATIONS:

Education:

BS in Accounting of Finance.

Experience:

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

COMPETENCIES/SKILLS:

- Has a working knowledge of generally accepted accounting principles and practices.
- Must be competent with Excel and/or other worksheet programs in a Microsoft environment, and ability to learn specialized software.
- Possess exceptional organizational skills 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.
- Demonstrate good interpersonal skills and excellent communication skills.

SUPERVISORY SKILLS:

N/A

INTERFACE

- **INTERNAL**
 - Controller, CFO and finance office staff on a daily basis;
 - Daily communication with all department heads and employees as necessary
- **EXTERNAL**
 - Diocesan clergy, principals, outside consultants, and auditors along with businesses and affiliated agencies.

PHYSICAL CAPABILITIES/WORK ENVIRONMENT:

Work in relatively quiet office environment; must be able to hear phone calls and respond; must be able to lift up to 25 pounds.

Supervisor

Date

Incumbent

Date