



# Catholic Diocese of Evansville

*- The Catholic Church in Southwestern Indiana*

**Job Title:** Staff Accountant

**Location:** Catholic Center

**Reports To:** Diocesan Finance Officer

**FLSA Status:** Full-Time / Hourly

## Summary:

- The Staff Accountant provides support to the DFO in the operations of the Finance Office including accounting for the Catholic Ministries Appeal as well as other ad hoc campaigns and fundraising initiatives of the diocese. Additionally, responsible for assisting in all daily accounting tasks that could include preparation of financial documents, reports, statements, updating income and expense files, month-end closures, and budgeting. This position will also provide support to the Director of Stewardship and Development with the annual Catholic Ministries Appeal

## Essential Job Functions:

- Maintain all records for the Catholic Ministries Appeal
- Monitor compliance with all regulatory requirements associated with the campaign
- Maintain all records for other ad hoc campaigns and monitor compliance with all regulatory requirements
- Submit reports to Indiana Department of Employment and Training Services
- Inform parishes of unemployment liability
- File Business Tangible Personal Property Tax Returns
- Prepare financial reports as needed utilizing PDS; Shelby Accounting System, Excel, and other software applications as applicable
- Develop and Maintain PDS Subject Matter Expertise
- Correspond and interact with Finance Office Clients including Clergy; Catholic Center Staff; Parish level staff; and individual parishioners and donors, advising on financial issues
- Execute Other Accounting Duties as assigned possibly including but not limited to:
  - Conduct billing processes
  - Maintain elements of general ledger and journal entries
  - Preparing certain tax documents
  - Reconcile bank statements
  - Reconcile subsidiary ledgers to general ledger
  - Assist with month-end closing
  - Prepare documents for audits
  - Assist with budget and expense management reporting
  - Assist in continuous process improvement of the Finance Office



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## **Required Skills and Education:**

- Secondary Degree in Accounting (Associates or Bachelors) preferred or equivalent experience in relevant role in accounting
- Proficient with MS Office Products (Excel; Word; PowerPoint) – emphasis on Excel/Spreadsheets
- Excellent oral and written communication skills
- Strong math skills
- Strong organizational skills and Attention to detail
- Problem solving skills
- Confidentiality and integrity
- Able to work independently and collaborate with others at all levels

Applicants shall exhibit in behavior and lifestyle values in accord with Catholic teachings in particular as well as being a practicing Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply please send your resume and cover letter to [humanresources@evdio.org](mailto:humanresources@evdio.org)