The Diocese of Houma-Thibodaux is currently seeking a full-time employee for the ministry of **Staff Accountant / Audit Specialist**. This position applies accounting principles to prepare journal entries, prepare financial reports, analyze financial data, and ensure compliance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Assist in preparation of monthly financial statements for the Diocese
- Reconcile Diocesan investment statements and prepare journal entries from financial transactions of investments
- Provide accounting support to Diocesan parishes including preparation of parish budgets
- Review monthly financial statements and prepare quarterly comparative reports
- Prepare financial analyses of Diocesan offices and parishes as needed
- Prepare and present necessary reports for Diocesan Finance Committee regarding church parishes
- Provides compliance assistance to the parishes and schools
- Reconcile Priest Retirement Trust investment statements and prepare journal entries
- Prepare Louisiana Catholic Workers Compensation Pool monthly financial statements
- Provide support for on-going implementation of new financial management system
- Assist with other day-to-day operations of the office

**QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:**

**Education and/or Experience:**
- Bachelor's degree in accounting
- 1-3 years of experience in accounting
- CPA preferred
Other Skills required:
- Maintain a high level of confidentiality
- Excellent computer skills with proficiency in Microsoft Office software, especially in Excel
- Experience with accounting software
- Communicate clearly by phone and through written and verbal communications
- Must be able to multi-task and set priorities in a fast-paced environment
- Must be able to sit for long periods of time and perform repetitive hand motions
- It may be necessary to lift up to 10 lbs.
- Must be Safe Environment trained
- Knowledge of Catholic Church and its teachings and values

The work schedule is 35 hours per week, Monday–Friday 8:30 am–4:30 pm
Competitive compensation and generous benefits.

For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org. Please include Staff Accountant in the subject line.

Applications are now being accepted until May 14, 2021 or until the position is filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion*, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.

*The Diocese, in its sole discretion, reserves the right to require “practicing Catholic” to be a qualification for a position.