



# CATHOLIC DIOCESE OF KALAMAZOO

215 N. Westnedge Avenue  
 Kalamazoo, MI 49007  
 269-349-8714 ext. 1352  
 Fax: 269-349-1241  
 www.diokzoo.org

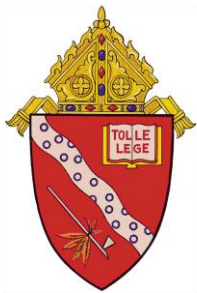
<b>Job Title:</b>	Accountant	<b>Job Category:</b>	Accounting
<b>Department/Group:</b>	Business Office	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Diocesan Pastoral Center	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Permanent Full Time

**Job Purpose:**

Provide financial reporting, budgeting, analysis, and operational services as it relates to Diocese related entities. Additionally will participate in the auditing and review of parishes and schools within the Diocese.

**Major Responsibilities:**

- Prepare, review, and analyze monthly financial statements for Diocese related entities (Diocese, Trust, Foundation, Mt. Olivet Cemetery, etc).
- Participate in year-end audits by meeting with auditors and preparing required audit schedules.
- Complete assigned tasks relating to the annual budget process and monthly monitoring of actual results to the budget.
- Maintain the Business Managers Best Practices Manual.
- Participate in the reviews of parishes and schools to help ensure policy compliance and appropriateness of internal controls. Provide written report of findings and suggestions.
- Participate in the reviews of parish and school annual reports. Provide assistance to them as necessary.
- Assist the CFO in training, education, or communications with directors, parishes and/or schools.
- Maintain financial security by following internal controls.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations.
- Comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintain parish and employee confidence and protects operations by keeping financial information confidential.
- Prepare journal entries and enter into the general ledger system.
- Maintain professional and technical knowledge by reviewing professional publications; establishing personal networks; participating in professional societies.
- Report and correspond with the Michigan Catholic Conference as necessary.
- Deliver timely and accurate financial information to diocesan directors.
- Process Accounts Payable.
- Process Payroll, or serve as backup.
- Prepare year-end tax reporting, i.e. 1099's.



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- Perform other Business Office functions as assigned.
- Backup other Business Office roles as necessary.

**Skills/Qualifications:**

- Catholic in good standing, Accounting, Fund Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Time Management, Strong Oral and Written Communication skills, Proficient in Excel, Professional, Courteous, Team Player.
- Bachelor’s degree in Accounting, Finance, or Business and a minimum of 3 years experience. Foundation accounting helpful.

**Other:**

- This job summary is intended to describe the functions and nature of work performed by the person assigned to this position. It is not intended to describe all responsibilities, duties and skills required. Regular, reliable attendance is an essential function, and all employees are required to follow any other job-related instruction and perform any other job-related tasks as requested by their supervisor.
- While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, climbing stairs, and bending while filing.
- This position is located at the Catholic Diocese of Kalamazoo Pastoral Center and will require travel to other diocesan offices as required by position responsibilities and/or diocesan management. This position will be exposed routinely to typical office noise levels and/or exposure to various weather conditions.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	