



## **Accounting Supervisor**

The Accounting Supervisor is responsible for preparing, examining and analyzing accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Additionally, the position supervises the work of the three accounting positions to achieve these outcomes. The position reports to the Chief Financial Officer/Business Manager and operates with some latitude for the use of independent judgment and initiative. ***Position is security sensitive that requires extreme confidentiality. Work duties include using an array of business software applications (e.g., Microsoft Office Suite of applications (Word, PowerPoint, Excel and to a lesser degree Access), general ledger/accounting system(s), etc.).***

- Provide supervision to three accounting personnel, ensuring timely processing of Payables, Cash Receipts, Tax filings, etc.
- Manage accounting function for certain endowment and investment funds.
- Analyze, prepare and post journal entries.
- Create, maintain and utilize spreadsheets of varying complexity.
- Supervise and perform reconciliations including G/L; bank and investment statements.
- Prepare for and assist with diocesan and parish/schools annual Audit or Agreed Upon Procedures.
- Assist with budgeting and forecasting activities.
- Use effective and appropriate supervision techniques to maximize employee morale and effectiveness.
- Complete special projects as assigned.
- Maintain a work schedule that maximizes availability to parishes, diocesan staff, and other customers.

### **QUALIFICATIONS AND SKILLS**

- Bachelor's Degree in accounting or business from an accredited American University or equivalent in a foreign country. Advancement toward obtaining CPA license is preferred.
- Five years of full-time accounting experience with progressive levels of responsibility and at least three years of accounting supervisory experience is required. Not-for-profit institutions is preferred.
- Knowledge of GAAP and general ledger reporting packages.
- Knowledge of multi-entity accounting; inter-funds and consolidations.
- Must be a practicing Catholic and in good standing with the Church.
- Personal automobile insurance with 100/300/50 coverage limits required.

### **HOW TO APPLY (Documents will be accepted until position is filled)**

- Submit completed Diocese of Victoria Employment Application found at: <https://www.victoriadiocese.org/current-job-postings>, Résumé, with three (3) professional references and contact information to: **Melissa Salinas, Director of Human Resources**, by:
  - Email: [msalinas@victoriadiocese.org](mailto:msalinas@victoriadiocese.org)
  - Mail: P.O. Box 4070, Victoria, TX 77903
  - In-Person: 1505 E. Mesquite Lane, Victoria, TX 77901
  - For Questions: (361) 827-7177

**Applicant must clear Texas/National Background Check, Fingerprint and Driving Check in order to be considered.**