Accounting Clerk – Insurance Fund/General Accounting

The Office of Business and Finance Accounting Clerk – Insurance Fund/Investment and General Accounting is responsible for preparing, examining and analyzing accounting records, financial statements, and other financial reports for the Insurance Fund/Investments and General Accounting to assess accuracy, completeness, and conformance to reporting and procedural standards. Additionally, the position performs accounting function for certain department(s). 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.).**

- Ensure timely processing of Payables, Cash Receipts, Tax filings, etc. for the Insurance Fund and other Fund Trust.
- Oversee the Holy Thursday Seminarian Appeal which coordinates the annual pledge mass mail out to all registered households in the diocese.
- Perform accounting function for certain department(s).
- Analyze, prepare and post journal entries.
- Create, maintain and utilize spreadsheets of varying complexity.
- Perform reconciliations including G/L; bank and investment statements.
- Prepare for and assist with diocesan annual Audit.
- Complete special projects as assigned.
- Maintain a work schedule that maximizes availability to parishes, diocesan staff, and other stakeholders.

**QUALIFICATIONS AND SKILLS**

- Associate’s Degree in accounting or business preferred or at least minimum of five years of relevant administrative work experience, executive administrative support preferred.
- Five years of full-time accounting experience with progressive levels of responsibility is required. Fund/Trust accounting experience is a plus as is accounting for Not-for-profit institutions.
- Knowledge of Generally Accepted Accounting Principles (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.

**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](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 or dovhumanresources@gmail.com
  - 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.