

SENIOR INTERNAL AUDITOR

The Parish Financial Assistance Office for the Diocese of Providence is seeking an accountant with auditing experience to join its staff. This full time position will be responsible for performing audits and providing accounting and advisory services to parishes, schools and cemeteries throughout the Diocese.

Duties include preparing detailed audit test work papers and exception documents to support fieldwork performed using established protocols and program steps. Performing fieldwork across the Diocese (i.e., State of Rhode Island) may comprise up to 70% of this position's work time.

Applicants must possess a Bachelor Degree in Accounting plus a minimum of 5 years audit experience. Applicants must also possess strong oral and written communication skills. Must be able to prioritize multiple projects and be able to work independently. Strong computer skills including Word, Excel, QuickBooks and Access are essential. A high level of attention to detail, and an extremely professional and courteous demeanor are required. Practicing Catholic in good standing with the Church preferred. Excellent benefits package and working environment.

Interested applicants should send a cover letter and resume to:

John Bittner
Director of Human Resources
Diocese of Providence
One Cathedral Square
Providence, RI 02903

or via email jbittner@dioceseofprovidence.org