

Episcopal Diocese of Western North Carolina

Diocesan Accountant

Diocese of Western North Carolina

Position Description

09/11/2023

Title: Diocesan Accountant
Pay Range: \$23-26 hr.
Status: Part-time; This position is 12-18 hours weekly (possibility of partial remote)
FLSA Classification: Non-exempt
I. Position Summary
The Diocesan Accountant will assist the CFO in managing, supervising parish and Diocesan financial activity as assigned.
II. Key Relationships
<ul style="list-style-type: none">• The Diocesan Accountant reports to the Chief Financial Officer and works as part of the Diocesan team. S/he works collaboratively with coworkers and committee officers. S/he also interacts with parishes throughout the Diocese.
III. Essential Functions
<ul style="list-style-type: none">• Report and be accountable to the Chief Financial Officer of the Diocese of Western North Carolina• Demonstrate a thorough understanding of accounting for non-for-profit organizations according to Generally Accepted Accounting Principles.• Assist CFO with monitoring annual parochial reports from the parishes and submit diocesan report to The Episcopal Church• Monitor and track annual submission of parish audits.• Assist the CFO with CPG enrollment and termination of benefits for parishes.• Provide support for Camp Henry and Lake Logan regarding monthly financials, reconciliations & analysis, payroll, and budgeting.• Periodically backup CFO to:<ul style="list-style-type: none">○ record invoices and processing check payments○ record contributions and electronic deposits• Assist CFO with parish financial issues:<ul style="list-style-type: none">○ Perform audits for small parishes as assigned.○ Perform ad hoc financial assistance and troubleshooting.○ Responsible for all of the accounting for LaCapilla, St. Georges and St. Thomas.○ Realm conversions○ ADP Payroll Conversions○ Implementing annual budgets in Realm Accounting as needed.• Perform other matters for the CFO, as assigned.

IV. Position Qualifications
<ul style="list-style-type: none"> • Professional trained in matters of finance, administration, and accounting • A bachelor’s degree in accounting, finance, business, or related field is required. • Strong analytical, computer (Word, Outlook, Internet) spreadsheet (Excel) and communication skills. • Basic familiarity with the Episcopal Church and its polity regarding congregations, or a willingness to gain this familiarity. • Experience in budgeting, i.e., developing and/or review of budget reports. • Ability to respond to questions and communicate information with clarity. • Ability to multi-task and respond in a timely manner to a variety of different situations. • Experience and willingness to work collaboratively, as well as ability to work independently and as a self-starter.
VI. Working Conditions and Environment
<p>The Diocesan Accountant works primarily at the Bishop Henry Center, which is a typical office setting. Partial remote working is optional after an initial period of training. S/he also occasionally attends meetings held in other locations throughout the Diocese. This position requires the ability to see and sit for long periods, and sufficient manual dexterity to write and use typical office equipment on a regular basis. It requires the ability to occasionally stoop, bend, reach, and lift items weighing no more than 35 pounds.</p>

This job description is subject to change based on organizational needs.