



**Diocese
of Toledo**

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ACCOUNTING MANAGER

Posted December 14, 2020

The Diocese of Toledo is searching for an Accounting Manager to provide oversight to the daily operational work of the Finance Office, including accounts payable and receivables, treasury functions, and the monthly closing of accounting records. This position also prepares and presents financial reporting packages for the Diocese and related Trust entities. The Accounting Manager serves the Controller, the other departments and Senior Directors at the Pastoral Center in financial matters, as well as support to the diocesan affiliates such as schools and parishes.

Primary duties include:

- Assists Controller to provide support for all diocesan entities, as well as Pastoral Center departments in the area of financial services, including, but not limited to, accounting, finance, budgets and general business operations.
- Ensures accurate and timely monthly financial closing and prepared for presentment to the Controller. This includes all financial reports, deposits on hand, loan processing, and accounts receivable modules.
- Clearly and concisely present financial statements to Controller, COO/FO and other boards and committees as needed. Serve as back-up to the Controller to present financial information at various meetings of Diocesan/Trust boards and committees.
- Responsible for treasury functions, including, but not limited to, bank reconciliations, stock gift processing, and electronic banking.
- Calculates group insurance rates and oversees parish billings and collections.
- Supervises, manages, and provides leadership to the Financial Services Associate and Staff Accountant. Delegates appropriately and provides direction, coaching, goal setting and formal performance evaluations each year.
- Meets with staff on a regular basis to review workload, discuss improvements, provide training, adjust procedures, assign responsibilities and review performance.
- Works diligently to stay on top of the current and the ever-changing laws, regulations and general accounting principles related to finance, accounting, tax filings, business law, and best practices, particularly as it pertains to the non-profit sector. This effort is essential to remain compliant and free from government penalties and to maintain the integrity of diocesan finances, and to communicate this to all areas one is responsible for in order to keep them informed to remain the same.
- Provides personal support services to all diocesan affiliates, as well as Pastoral Center departments in the area of financial services. Most importantly, creates a culture with his/her staff to provide timely, competent, support services in a positive, friendly, respectful and caring attitude with colleagues and all one serves in word and deed.

Candidates for the position must possess:

- Bachelor's degree in accounting or finance (MBA preferred) with a minimum of 3-5 years of experience in accounting and fiscal operations with experience in a supervisory level position; preferably in a non-profit organization.
- Demonstrated experience with audit and internal control review engagements required.
- Must be able to independently provide financial analysis and generate various financial statements, with a high degree of attention to detail.
- Must be computer proficient, have excellent presentation, verbal and written communication skills, possess thorough knowledge of accounting principles, auditing, financial reporting methodologies, accounting software, especially in QuickBooks, Microsoft Office Suite and have experience with management of information technology.
- A forward thinking financial manager who is team-oriented, proactive and a collaborative business partner with all internal department heads, affiliated organizations, committees/boards, and organizational leaders.
- Must have a collaborative style; proven team builder with effective employee-relations skills. Proven ability to lead and motivate teams through recognition, participation and delegation. A leadership style that is approachable, engaging, as well as results and action-oriented, that holds people accountable for their work and celebrates success.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.

Qualified candidates please submit cover letter, resume and salary expectations to: Meghan Reed, Director of Human Resources, humanresources@toledodiocese.org.