



**Diocese
of Toledo**

**Diocese of Toledo
Parish and Schools Accountant**
Posted March 5, 2021

The Diocese of Toledo is searching for a Parish and Schools Accountant to join our Finance Office. The Parish and Schools Accountant is responsible for providing direct support to Business Managers throughout the Diocese of Toledo in regards to issues encountered during day-to-day accounting procedures. This includes but is not limited to providing expertise in QuickBooks, reviewing budgets, annual reports, and supporting the Audit & Compliance Manager on various projects as needed.

In conjunction with the Department of Catholic Education, the Parish and Schools Accountant engages schools needing financial planning and assistance. The Parish and Schools Accountant also provides support and guidance to develop and manage the School Vitality report.

Primary responsibilities include:

- Assists with support for Parish and School accounting via QuickBooks. Thoroughly analyzes financial information by searching files, databases and reference material in order to effectively assist Business Managers and answer general questions relating to QuickBooks and their daily procedures. Serves as liaison between Right Networks (Hosted Desktop provider) and parishes and schools
- Reviews budgets and annual reports for parishes and schools; accurately develops computerized spreadsheets based on numerical and financial data.
- Populates and manages school financial reporting metrics, engaging the Department of Education as needed. Proactively identifies and engages schools identified by metrics as needing financial planning assistance. Coordinating support from Catholic Education and Finance departments.
- Assists the Audit & Compliance Manager with parish and school audits, including providing office support and performing field work when necessary.
- Provides general direction and guidance by telephone, in written form, e-mail, or face-to-face contact in regards to QuickBooks, accounting principles or other related inquiries.
- Utilizes information from Diocesan Pastoral Policy Handbook, Chart of Accounts, and Diocesan procedures to effectively provide guidance to Pastors, Principals, Business Managers and Finance Councils.

Candidates for the position must possess:

- Bachelor's degree in accounting, finance, business administration, or a related field from an accredited university.
- Three (3) to five (5) years of experience in bookkeeping or accounting in a professional office setting.
- Requires a high level of computer expertise in QuickBooks accounting software and Microsoft Office products.
- Ability and desire to provide an exceptional level of service to Pastors, Business Managers, Principals and colleagues by responding to inquiries quickly, completely, accurately and professionally.

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