

Diocese of Toledo
CATHOLIC CEMETERIES
STAFF ACCOUNTANT

General Summary:

The Staff Accountant for Catholic Cemeteries is responsible for all accounting functions related to the financial operations of the Diocese of Toledo Cemeteries Corporation. Primary responsibilities include processing accounts payable and sales contracts, and preparing financial statements and various financial reports. The Staff Accountant serves as a liaison between the Diocese of Toledo Cemeteries Corporation and the Diocesan Finance Office. As a member of the Catholic Cemeteries team, this position also provides administrative and family service support to the Catholic Cemeteries office.

Essential Duties and Responsibilities:

- Process accounts payable invoices/check requests by verifying amount due, supporting documentation, account distribution and authorization.
- Process sales contracts, including maintaining the documents/records management system and file archives for the location.
- Process and cash receipts/deposits and post to appropriate accounting modules.
- As necessary answer calls and/or greet walk-in families, determine their needs, gather the basic information, and contact the appropriate family service staff member to assist them.
- Assist in preparing monthly sales and commission reports.
- Assist with month, quarter and year-end reconciliations as needed.
- Ensure accurate and timely monthly financial closing and prepare financial statements for review by the Director of Catholic Cemeteries and Diocesan Finance Office.
- Prepare and review monthly customer statements and draft communication related to delinquent payments.
- Support the Director of Catholic Cemeteries in the area of financial planning, budgeting, forecasting, cash management, and strategic planning, with the goal of continuous improvement of financial strength of Diocese of Toledo Cemeteries Corporation.
- Assist Diocesan Finance Office with year-end audit responsibilities.
- Assist Director of Finance and Director of Audit and Compliance to ensure appropriate accounting procedures are maintained.
- Respond to work assignments and projects generated by the Director of Catholic Cemeteries in a timely manner and provides him/her with regular status updates on projects and estimated timelines for completion.
- Participate in location, classroom, and online training, and self-directed learning.
- Regular attendance is essential for this position.
- Perform other related duties as assigned by supervisor.

Knowledge, Skills, and Abilities Required

- Bachelor degree or higher in accounting or finance from an accredited university.
- At least five (5) years of experience in an accounting or finance position in a complex organization.
- Demonstrated experience with computerized financial management. Knowledge, ability and skill to effectively utilize personal computers, peripheral equipment, various software packages and other office equipment is necessary.
- Knowledge of budgeting principles and practices, accounting principles, payroll, and financial reporting methodologies.
- Requires a high level of computer expertise in accounting software and Microsoft Office products, Word, Excel, PowerPoint, and Outlook.
- Must be flexible, in a fast paced, time-critical environment with the ability to work independently with high attention to deadlines, judgment and confidentiality.
- Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and recommendations.
- Performs work at a high level of accuracy and attention to detail with the ability to learn newly acquired information quickly and efficiently.
- Must consistently demonstrate a positive, friendly, respectful and caring attitude with colleagues and all one serves in word and deed; projecting a welcoming atmosphere.
- Exercises considerable independence and judgment with a high level of confidentiality, working with sensitive and privileged information.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- The ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Must successfully pass the required background check and all requirements of the Diocesan Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

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