



**Diocese of Laredo
Job Announcement**

Posting Date: January 31, 2022

Application Deadline: Until Filled

Position: Staff Accountant	FLSA Status: Non-Exempt
Minimum Requirements: Bachelor’s Degree in Accounting or Finance. Must have a minimum of two years of accounting experience. Preferred experience in Fund Accounting and non-profit organizations. Working knowledge of Generally Accepted Accounting Principles (GAAP). Highly skilled in QuickBooks accounting software. Advanced skills in dealing with financial and numeric data.	
Start Date: Immediate	Location: Chancery
Position Status: Full-Time	Work Schedule: Mon-Thurs., and as needed

Position Summary: The Staff Accountant supports the Fiscal Officer and Controller in carrying out the responsibilities of the Fiscal/Accounting Department. Responsible for providing, training, support and assistance to the parish and school bookkeepers with all aspects of accounting procedures and practices, with IRS reporting requirements and correspondence. Assist Fiscal Officer and Controller in all other duties as assigned.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Assist parish/school bookkeepers in the Diocese with all aspects of accounting procedures and practices (including but not limited to payroll issues, QuickBooks Enterprise, internal controls, financials, etc.)
- Assist parishes/schools with IRS reporting requirements (including but not limited to payroll taxes, quarterly 941, end of year 1099s and W-2s)
- Assist parishes/schools with IRS correspondence
- Review, analyze and correct quarterly and annual Parish Financial Reports
- Perform internal audits for parishes and schools
- Responsible for the annual Internal Control Questionnaire (ICQ) and visit to all Parishes and Missions
- Review the Annual Parish Financial Reports
- Assist parishes/schools in preparing tax-exempt forms
- Perform annual financial statement review for calculation of parish assessment spreadsheet
- Other duties as assigned

Additional Knowledge, Skills and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

Resumes are Not Accepted. Employment Application is required for consideration.

For Employment Application, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement