



Posting Date: February 07, 2024

Application Deadline: Until Filled

Position: Accountant	FLSA Classification: Non-Exempt
MINIMUM REQUIREMENT: Accounting Degree required. Shall have a minimum of three (3) years' accounting experience with a concentration in non-profit accounting. Ability to work with a diverse group of people. Shall be able to move, lift and carry up to 15 pounds, bend, stoop, stand and move frequently and requires vision and hearing abilities. Must be able to read and speak English and Spanish, be able to use good judgment and use critical thinking.	
Start Date: Immediate	Location: Calvary Catholic Cemetery
Position Status: Full-Time, 40 hours	Work Schedule: Mon- Friday 8 am– 5pm and weekends, flexible hours

Position Summary: The accountant will be responsible to assure the agency adheres to all contract requirements as related to classification of expenditures and revenue. Assure that all revenues and expenses are properly classified by department and funding source. The duties and responsibilities listed are not all the duties and responsibilities of the position.

Key Responsibilities: Essential Duties, Functions and Responsibilities:

- Oversee the day-to-day operation of the accounting sector of the agency including timekeeping.
- Assist the Executive Director with the preparation of the annual agency budget.
- Coordinates requirements as needed with the annual external audit review.
- Review and project costs and revenues to assure adequate, effective and efficient expenditure and for adherence to Generally Accepted Accounting Principles.
- Assists in forecasting future agency needs based on accurate record keeping, fund availability and agency goals.
- Prepares financial reports for the board of directors.
- Assists in monitoring financial reports and assure compliance with funding source requirements.
- Reviews and makes recommendations on contracts and agreements to ensure the agency is optimizing the best fees, costs, and pricing.
- Assures that all deposits and payables are deposited on a timely basis.
- Assists the Executive Director with the coordination of agency projects throughout the year to assure compliance with goals and objectives of the agency.
- Responsible for maintaining records of all funds received and expenditures made per fiscal year.
- Attends all agency meetings in the absence of the Executive Director.
- Other duties as assigned.

Skills and Experience:

- Must be familiar with MS Word, Excel, PowerPoint etc.
- Effective Computer Skills – Accounting System: QuickBooks.
- Must be able to communicate both verbal and written.
- Planning and Organizing
- Critical thinking skills
- Teamwork Oriented
- Flexibility

Disclaimer: Possible exposure to communicable disease or illness.

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) 764-7867

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