

Updated December 2020

DIOCESE OF RAPID CITY

JOB DESCRIPTION

TITLE: Accountant/Accountant II to include Parish Accounts

QUALIFICATIONS: High School Diploma, training and/or experience in the accounting field, demonstrated high degree of accuracy, detail oriented person.

REPORTS TO: Accounting Manager

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6 Performance Review.

TERMS OF EMPLOYMENT: Full time/Support/Non Exempt

JOB FUNCTION: To perform accounting activities for assigned entities and parishes.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records of all financial transactions in the areas of responsibility.
2. Performs accounting duties for parishes based on the contract that has been established between the Diocese and the parish. Records time spent on each parish or entity.
3. Assists in training new parish accounting employees including answering questions and providing constructive feedback.
4. Provides guidance and makes decisions as needed in cooperation with accounting manager.
5. Assists with preparation of budgets and monthly reports for assigned entities and parishes.
6. Assists with reviewing parish financial reports and investigating variances.
7. Assists in supporting parish personnel on accounting software and bookkeeping tasks as needed.

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8. Conducts reconciliation procedures and preparation of all items needing filing or mailing (payroll taxes, W-2's, 1099's, contribution statements) for all assigned entities and parishes.
9. Prepares deposits for all entities and assists with delivering bank deposits to banks as needed.
10. Assists with financial audits.
11. Maintains payroll, retirement, and insurance records for each employee.
12. Maintains a safe and orderly work area.
13. Provides for his/her own spiritual and professional growth.
14. Assists in promoting a positive and hospitable office climate.
15. Speaks positively about the Diocese of Rapid City.
16. Other duties as assigned.