

DIOCESE OF BIRMINGHAM IN ALABAMA
Chancery

Position Title	<i>Accounting Analyst</i>
Office	<i>Finance</i>
Immediate Supervisor	<i>Controller</i>
Position Status	<i>Non-exempt, Full-time Regular, Benefits Eligible</i>
(Regular) Work Schedule	<i>Monday – Friday, 8:30 a.m. – 4:30 p.m.</i>

Position Summary:

The Accounting Analyst supports the Finance Office through performing various accounting tasks. The person in this position is also responsible for assisting and training diocesan locations (church parishes, schools, ancillary agencies) through the Parish Accounting Services program.

The Accounting Analyst must be a team player who shares and participates in the vision and goals of the diocese and of the Finance Office, while following all diocesan and office policies, procedures, and regulations.

Essential Functions:

- Process and verification of Parishes’ Assessment calculations.
- Coach diocesan sites and ensure diocesan sites’ accounting records and reports are accurate and aligned with Generally Accepted Accounting Principles.
- Produce monthly financial statements for the Foundation.
- Provide training and accounting services to diocesan locations as part of the Finance Department’s Parish Accounting Services (PAS) program, working closely with local parish/school administrators and financial councils to resolve questions and concerns as they arise
- Provide telephone support to location bookkeeping personnel for questions on QuickBooks (or subsequent accounting software), bookkeeping, budgeting, and related issues
- Assist location bookkeeping personnel to ensure consistent reporting in QuickBooks, following up as needed when accounts are outside of the diocesan chart of accounts. Updates the chart of accounts as needed.
- Act as administrator for Qvinci consolidation platform, updating the mapping, monitoring Qvinci’s “sync” reports to ensure up-to-date financials
- Release all bank EFT files
- Make infrequent trips to local bank for deposits
- Serve as back-up for daily processing of incoming checks received
- Maintain the diocesan automobile fleet, including verification of automobiles with locations and annual renewal of fleet vehicle county tags
- Maintain diocesan property taxes records; entering payments into accounting software and send to appropriate vendor(s).

- Other duties as assigned by the Controller and/or Chief Financial Officer

Required Knowledge, Skills, and Abilities:

- Bachelor's degree in accounting or equivalent experience preferred
- A minimum of three years of direct hands-on experience in General Ledger maintenance and reconciliation, Accounts Payable, Accounts Receivable, and Cash, with working knowledge of accepted accounting practices and financial standards.
- Excellent written and oral communication skills
- Meticulous attention to detail, accuracy, and efficient time management
- Exceptional organizational skills
- Ability to maintain confidentiality
- Must be multi-task oriented
- Proficient in the use of Microsoft Office Suite software applications as well as advanced spreadsheet application skills; experience with Great Plains, QuickBooks, and Qvinci a plus
- Self-starter, highly motivated, strong work ethic, takes initiative, hands-on, works effectively with limited administrative support; ability to see all tasks and/or projects to completion
- Timely and thorough in performing all assigned tasks and responsibilities
- Must possess the ability to communicate clearly, and the ability to interact with the many different persons who will be in contact with the position, including but not limited to clergy, religious, chancery personnel, as well as lay personnel throughout the diocese
- Maintains up-to-date personal certification for the diocesan Safe Environment program

Job Conditions / Physical Demands:

(The following are representative of the physical capabilities that must be met by an employee and the working conditions that any employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to push, pull, lift, and carry items up to 30 pounds.
- While performing the duties of this job, employee is required to sit, stand, stoop, walk, talk, hear, reach, and perform repetitive motions of the fingers, hands, and wrists.
- Work is performed in an office setting, with periods of high stress.
- Employee is required to do extensive close computer work.
- May be called upon to perform work/attend meetings at times other than noted above, when necessary, which may require some travel.

Instructions to Apply:

Interested applicants are asked to submit a cover letter, completed diocesan [Application for Employment](#), and resume to the diocesan Office of Human Resources via:

Email: ethibodeaux@bhmdiocese.org

In Person: 2121 3rd Avenue North, Birmingham, AL 35203

Mail: Diocese of Birmingham, Human Resources, 2121 3rd Avenue North, Birmingham, AL 35203

For additional information, please visit www.bhmdiocese.org/employment