



Posting Date: November 02, 2023

**Application Deadline: Until Filled**

<b>Position:</b> Accountant	<b>FLSA Classification:</b> Non-Exempt
<b>MINIMUM REQUIREMENT:</b> Accounting Degree required. Shall have a minimum of three (3) years' accounting experience with a concentration in non-profit accounting. Preferred Fund Accounting experience. 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 work in varying temperature and environment. Must be able to read and speak English and Spanish, be able to use good judgment and use critical thinking.	
<b>Start Date:</b> Immediate	<b>Location:</b> Catholic Charities of Laredo
<b>Position Status:</b> Full-Time, 40 hours	<b>Work Schedule:</b> 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.

**Key Responsibilities: Essential Duties, Functions and Responsibilities:**

- Oversee the day-to-day operation of the accounting sector of the agency.
- 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 funding source reporting requirements are adhere to.
- Assists in forecasting future agency needs based on 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.
- Monitors and works with all department budgets to assure that expenses are maintained, and funding is adhered to.
- Assures that all deposits and payables are deposited and turned into the Diocesan Fiscal Office 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.
- Assists the Executive Director with the preparation of grant applications, monitoring, and compliance.
- Responsible for maintaining records of all donations 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 Accufund.
- 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.

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

For Employment Application, visit [www.dioceseoflaredo.org](http://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**