



JOB POSTING

Posting Date: October 11, 2024

Application Deadline: October 25, 2024

Position: Accountant	FLSA STATUS: Exempt
MINIMUM REQUIREMENT: Accounting Degree preferred. A minimum of three (3) years of experience with general accounting practices for non-profit organization. Preferred experience in Fund Accounting. Working knowledge of general accepted accounting principles (GAAP). Highly skilled in AccuFund accounting software. Advanced skills in dealing with financial and numeric data. Ability to work with a diverse group of people. Be bilingual, speak, and read Spanish and English.	
START DATE: Immediate	LOCATION: Catholic Charities of the Diocese of Laredo
Position Status: Full time	Hours: Primary Mon- Friday, 8am-5pm and as needed

Position Summary: The Accounting Position is responsible for the overall fiscal roles and responsibilities assigned to ensure an accurate fiscal and accountability of funding received from public and private donors.

Key Responsibilities: Essential Duties, Functions and Responsibilities:

- Oversee the day to day operation of the fiscal sector of the agency
- Assist executive director with annual budget preparation
- Assist external auditor in review and preparation for Annual Financial audit report and Single Audit
- Preparation of monthly financial statements and present to board of directors
- Responsible for monitoring the general ledger and funding source
- Oversee contracts and agreements to ensure the agency is receiving the best fees, costs, and prices
- Makes recommendations on budget, purchases and contracts that will benefit the agency
- Purchase goods and services for the agency’s programs operation
- Responsible for maintaining expenses within budget, seek cost saving solutions, and negotiate contracts and bids.
- Responsible for deposits, receivable and payables, journal entries, posting into the accounting system
- Work in coordination with departments and staff for department budgets and needs
- Support the executive director with planning, executing and monitoring different projects scheduled throughout the year such as fundraisers, mission driven projects
- Assist the executive director with the process of grant applications and meeting grant reporting requirements
- Keep records of donations either monetary or in-kind received throughout the year
- Attend meetings either live or virtual representing agency when executive director is not available
- Oversee the bookkeeper’s day to day and provide guidance on transactions
- Support the VITA Income Tax Program with set up of program and quality review, if needed.
- Other duties as assigned

Anticipated Skills and Experience:

Effective computer skills Critical Thinking Skills

Additional Skills, Certification or License:

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

Physical Demands: Work is performed both indoors and outdoors. While performing the duties of this job, the employee is regularly required to walk; use hands to handle or feel; reach with hands and arms; and talk or hear. Shall be able to move, lift and carry up to 15 lbs., bend, stoop, stand and move frequently, and requires vision and hearing abilities. Must be able to work in varying temperature and environment.

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.