



Diocese of Altoona-Johnstown

Job Description: Accountant

Department: Catholic Charities
Reports To: Catholic Charities Executive Director
Supervises: No Supervisory Responsibilities

Overview: The Accountant manages all financial functions for the Catholic Charities offices and Martha and Mary homeless shelter in order to provide oversight to Executive Director for planning and maintaining financial endeavors of the overall organization.

Key Responsibilities

- Providing oversight of all financial functions
- Implementing financial analysis and forecasting in order to present recommendations on organizational objectives
- Performing accounting duties to include maintaining the general ledger, reconciling accounts, processing AR/AP, implementing cash management procedures, tracking restricted vs unrestricted funds, etc.
- Processing electronic payroll and tax requirements and maintaining employee records in payroll system
- Generating associated financial reports and presenting to board members as necessary
- Coordinating and assisting with internal and external audits under the direction of Executive Director
- Administering employee savings plan
- Establishing and maintaining internal financial controls, policies, and procedures
- Ensuring compliance with local, state, and federal government requirements

- Managing and implementing grant processes to include performing federal grant drawdowns, as needed
- Assisting Executive Director with all associated budgets
- Other duties as assigned
- **Qualifications**

Required:

- Supportive of the mission of the Catholic Church
- Able to satisfactorily complete background checks and training applicable to diocesan requirements
- Bachelor’s degree in accounting and two years of experience preferably in a nonprofit organization
- High proficiency with electronic accounting and payroll functions and applicable laws and regulations
- Practical knowledge of Microsoft Office programs
- Ability to maintain high levels of confidentiality, professionalism, and integrity
- Excellent interpersonal skills including strong written communication abilities
- High level of time management and organizational skills
- Ability to provide accurate information while working under deadlines

Working Conditions

FLSA Status:	Salary exempt
Work Status:	Full-time
Physical Requirements:	Able to lift up to 25 pounds
Hours Per Week:	40
Hours of Work:	Monday-Friday 8:00am-4:30pm
Other:	Evening and weekend hours and travel, as necessary

Director Signature

Human Resources Signature

Date

Employee Signature

Date