



**Job Title:** Accountant

**Written:** 4/20/16

**Revised:** 7/1/19, 7/1/21, 9/6/22

**Location:** Cathedral Square

**Office:** Finance

**Responsible to:** Assistant Controller

**FLSA Code:** Exempt (Salaried)

### **I. JOB SUMMARY**

Under the direct supervision of the Assistant Controller and in accordance with established policies and procedures of the Columbus Diocese, the Accountant works closely with the Assistant Controller to ensure financial records are accurate and up to date. Provides accounting support for diocesan offices and agencies, as well as parishes and schools when required. Performs various duties in the area of cash disbursements and cash receipts, payroll, and related functions. Records accounting transactions, and performs account analysis. Recognizes the value of financial data in planning and operational control. The position is expected to use personal judgment in carrying out the duties and responsibilities of the Finance Office.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Diocesan policy and procedures manuals.

### **II. ESSENTIAL JOB RESPONSIBILITIES**

1. Assist the Assistant Controller in financial and administrative matters.
2. Perform assigned bank reconciliations monthly.
3. Prepare regular and closing monthly, quarterly and annual journal entries of assigned funds/budgets handled by the Finance Office.
4. Reconcile assigned balance sheet accounts monthly.
5. Maintain savings and loan accounts for Diocesan entities in the Parish Aid Fund, which includes but not limited to A/P, A/R, invoicing, record keeping, correspondence and outside contacts.
6. Pay authorized invoices for agencies and offices.
7. Account for all deposits ensuring all designations/restrictions are appropriately accounted for.
8. Assist in the preparation of annual budgets for diocesan agencies and offices.
9. Prepare monthly financial statements; analyze reports for variances from budget; prepare daily cash report; ensure restricted funds are properly accounted for; and estimate cash flow.
10. Process semi-monthly payroll for designated entities, including withholding payroll taxes; maintain payroll records, payables and reports; handle payroll inquiries and correspondence.
11. Process investment transactions under the supervision of the Controller.
12. Assist in fiscal year-end accounting and in annual audit.
13. Share filing functions for the Finance Office.
14. Perform miscellaneous duties as assigned by the Assistant Controller.
15. Regular attendance and punctuality are essential for this job.

### **III. OTHER POSITION RESPONSIBILITIES**

1. Comply with federal, state and local safety laws.
2. Maintains a neat and safe work area.
3. Performs other duties as assigned.

#### IV. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required:** Compliance with BCI&I background checks and completion of Protecting God's Children program.

**Education:** Bachelor of Science degree in Accounting

**Experience:** A minimum of five years accounting experience. Proficient knowledge of financial systems and accounting practices.

**Job Related Skills:** Communicate effectively both in written format and oral presentation; multi-task and establish priorities; exhibit initiative, responsibility and flexibility. Proficient in MS Office software (Word, Excel).

**Interpersonal Skills:** Work with others in a collaborative team environment to achieve group goals; demonstrate human relationship skills when dealing with co-workers, those we serve, vendors and the general public.

**Language Skills:** Reading and comprehending instructions; write correspondence and memos; effectively communicate to customers, vendors, and other employees of the Diocese.

**Mathematical Skills:** Perform basic accounting functions using automated system; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio and percent; draw and interpret bar graphs.

**Reasoning Ability:** Apply common sense understanding to carry out detailed and complex written or oral instructions; communicate sensitive information; define problems, collect data, establish facts and draw valid conclusions; interpret a variety of technical instructions in mathematical or diagram form.

**Working Environment:** Practice the highest standards of integrity, professionalism and confidentiality; organize workload, and multi-task; work under pressure and meet deadlines.

#### V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

**Light/Sedentary Work:** Exerting up to 10 pounds of force occasionally; physical demand requirements are of those for Sedentary Work. The position requires sitting most of the time, but does entail occasional pushing and/or pulling of arm controls.

## **ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

Employee understands that as an employee of a Catholic institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment. Notwithstanding any of the above, volunteering while an Employee is an independent decision and action of an Employee and, as such, is not a requirement of employment at the Diocese whatsoever.

### **ADHERENCE TO CHURCH TEACHINGS**

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publicly espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publicly supporting abortion; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publicly supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is online at here [http://www.vatican.va/archive/ENG0015/\\_INDEX.HTM](http://www.vatican.va/archive/ENG0015/_INDEX.HTM).

All personnel adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.

All personnel are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited.

Should you have any questions, feel free to contact the Director of Human Resources at 614-228-0024 or [amstreitenberger@columbuscatholic.org](mailto:amstreitenberger@columbuscatholic.org). For CONFIDENTIAL questions or concerns, please e-mail your question to [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org).

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The following items marked with an “X” are the physical and mental job requirements that are **essential** for this position.

Date

**Physical**

- X Standing
- X Walking
- X Sitting
- X Lifting
- X Carrying
- X Pushing
- X Pulling
- X Climbing
  - X Stairs
  - Ladders
  - Scaffoldings
  - X Ramps
  - Poles
  - In-Out/Vehicles, Equipment, Machinery
- X Stooping
- X Kneeling
- X Crouching
- X Crawling
- X Reaching
- Running
- X Head and Neck Movement
- X Movement Across Mid-line

**Coordination**

- X Balancing
- X Handling
- X Controls (buttons, knobs, pedals, levers, cranks)
- X Grasp
- X Finger Dexterity
- X Manual Dexterity
- X Motor Coordination
- Driving

**Mental**

- X Alertness
- X Precision
- X Ingenuity
- X Problem Solving
- X Analytic Ability
- X Memory
- Creativity
- X Concentration

**Interpersonal**

- X Talking
- X Persuasiveness
- X Speaking Ability
- X Handling People
- X Judgment
- Bilingual
- Imagination
- X Initiative
- X Patience

**Perception**

- X Feeling
- X Seeing
- X Hearing
- X Form Perception
- X Clerical Perception
- X Auditory (hearing) Discrimination
- X Tactile (touch) Discrimination
- X Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

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Supervisor's Approval

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