

## **JOB POSTING – AUDITOR/SR. ACCOUNTANT**

The Diocese of Charlotte is seeking a full-time Auditor and Senior Accountant. Essential areas of responsibility include:

- Performs annual school audits for compliance with established diocesan financial policies, procedures and practices.
- Prepares detailed reports on findings and makes appropriate recommendations.
- Oversees the accounting functions for the Seminary College – including monthly reconciliations and reporting, coordinating with personnel regarding accounting inquiries, assisting with the annual budget process and year-end reporting.
- Assists with selected Central Administration accounting functions – various monthly account reconciliations, posting month-end journal entries, health insurance billings, processing semi-annual sales tax refund requests and other accounting assistance, as needed.

Requirements include:

- Bachelor's degree or equivalent in Accounting, Finance or related field.
- At least three years' experience in accounting and auditing; preferably with a not-for-profit organization.
- Strong written, verbal, analytical and interpersonal skills.
- Excellent computer skills - specifically with Excel.
- Experience with ParishSOFT software - a plus.
- This position requires moderate travel; may require some evening or weekend work.
- CPA or MBA preferred.

Please send resume and salary history/requirements by January 28<sup>th</sup>, 2022 to: Meredith Paul, Director of Internal Audit, Diocese of Charlotte, 1123 South Church Street, Charlotte, NC 28203-4003, or email to [mmpaul@rcdoc.org](mailto:mmpaul@rcdoc.org).

The Diocese of Charlotte is an Equal Opportunity Employer.