



DIOCESE OF MANCHESTER
153 Ash Street, Manchester, NH 03104

POSITION DESCRIPTION

POSITION: Finance Office Accounting Manager
JOB TYPE: Full time, 40 hours/week, Monday - Friday

FLSA: Non-Exempt

SECRETARIAT: Temporalities

INTRODUCTION: The Bishop of Manchester is the visible principle and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Diocesan Administration Building helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This is a full time position reporting to the Finance Office Controller

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Together with the Finance Office Team, process daily accounting transactions and recordkeeping functions in accordance to generally accepted accounting principles and established internal controls including cash and investment management;
2. Perform monthly account closing functions in a timely manner;
3. Perform account reconciliations; assist other team members when necessary;
4. Prepare monthly, quarterly and annual financial statements;
5. Assist with the preparation of a multi-million annual budget;
6. Maintain accurate recordkeeping of investment accounts, unrestricted and restricted trust funds-prepare annual adjustments in accordance to UPMIFA;
7. Create and maintain standardized reports using software report writer programs;
8. Work with external auditors, prepare audit schedules, compile data and documents as needed;
9. Other duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. A Bachelor degree in finance or accounting or equivalent experience is preferred. Experience and background in Fund Accounting and Financial Management with 3 to 5 years of experience performing various accounting functions, including the preparation of financial statements.
2. Strong computer skills. Proficient in Database Management Programs and Microsoft Office Suites;
3. Working knowledge of Blackbaud Financial Edge and Raiser's Edge programs;

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4. Excellent organizational skills; strong attention to detail; able to perform clear account reconciliations;
5. Ability to prioritize, multi-task, work independently and meet time-sensitive deadlines;
6. Knowledge and experience in all finance office procedures (Accounts Payable and Receivable, General Ledger, Fixed Assets, etc.)
7. Knowledge and understanding of standard banking deposit and loan programs;
8. Experience working with external auditors;
9. Experience with budget preparation for a multi-million dollar annual budget;
10. Experience with recordkeeping and reporting requirements for investments and trust funds.

The position requires an individual who can maintain confidentiality along with the ability to interact and maintain positive relations with clergy, religious and laity, both within the Diocesan Administration and outside (parishes, schools, and other institutions and general public) in a knowledgeable tactful manner.

In addition, candidate must have knowledge and understanding of UPMIFA and NH laws pertaining to the recordkeeping of Trust Funds. Candidates with experience with Blackbaud Financial Edge and Raiser's edge programs are preferred.

ENVIRONMENT:

The venue of this position is a general office environment that is clean, well-lighted, environmentally comfortable free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires the ability to:

1. Occasionally required to -lift, carry or move up to ten pounds
2. Minimal requirement to reach heights at or above shoulder level; occasional reaching below shoulder level required
3. Hand manipulation – equipment and controls, frequent; grasping and handling, occasional
4. Ability to work a flexible schedule, which may include night and weekends
5. Mobility includes regular sitting, some standing and walking.