

DIOCESAN ADMINISTRATION

POSITION DESCRIPTION

POSITION: Parish Accounting Specialist

FLSA: Exempt
STATUS: Full-time

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 at the Diocese helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the Diocese assist the Bishop in serving the parish.

This position reports to the Director of Parish and School Financial Services.

RESPONSIBILITIES:

The main responsibility Parish Accounting Specialist is to provide assistance to parish staff in resolving accounting related issues, accounting system access and administration, as well as other questions about Diocesan Financial Policies and Procedures. This position plays an important role to assist the Director in providing parishes, schools, and parish/school related organizations with a sound stable financial foundation. This allows them to be successful in their goal to bring a new hope to and the Good News of Jesus Christ through our Catholic Faith to all in New Hampshire.

This individual operates in a hands-on fashion and will involve travel to parish locations to meet with the Pastor and Staff in order to resolve/trouble shoot matters.

ESSENTIAL DUTIES

1. Understanding all aspects of the ParishSOFT - ConnectNow Accounting System, Diocesan Policies and Procedures, Diocesan Chart of Accounts, in order to support all parishes in the Diocese of Manchester.
2. Provide front-line customer service helpdesk-type support to all ParishSOFT users throughout the Diocese of Manchester as needed from an accounting, customer service and technology perspective; handle problem recognition, research, resolution, and follow-up for routine end user problems; and coordinate with ParishSOFT Technical Support team and any third-party providers for other support issue resolution as needed.
3. Train parish bookkeepers to resolve accounting or system issues on their own initiative.
4. Assist with communications to educate end users on best practices and related Diocesan procedures and provide appropriate communications to parishes via email, website and other methods.
5. Assist parishes with budget preparation as requested;
6. Train new parishes on the accounting system and Diocesan Policies and Procedures;

EDUCATION, EXPERIENCE, AND SKILLS:

Parish Accounting Specialist

Position Description

Page 2

1. Bachelor Degree in Accounting or Equivalent Experience Required
2. Strong computer skills and proficient knowledge in computerized accounting systems
3. Knowledgeable in Accounting Systems (preferably ConnectNow)
4. Strong interpersonal skills with an ability to communicate effectively and professionally with parish staff and with the Chancery Office organization at all levels
5. Good analytical and troubleshooting skills
6. Excellent organizational and planning skills
7. Functional knowledge or willingness to learn parish operations highly desirable

Due to the nature of this position, it is desirable that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community.

ENVIRONMENT:

1. Private office - clean, well-lit, environmentally comfortable.
2. Minimal exposure to chemicals related to copier equipment and general office solvents
3. Occasionally required to lift, carry or move up to ten pounds
4. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
5. Hand manipulation - equipment and controls, frequent; grasping and handling, occasional
6. Ability to travel throughout the diocese.
7. Ability to work a flexible schedule, which may include night and weekends.
8. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary.
9. Mobility includes regular sitting, some standing and walking.