

7/21/22



**DIOCESE OF MANCHESTER**  
153 Ash Street, Manchester, NH 03104

**POSITION DESCRIPTION**

**POSITION:** Assistant Controller

**FLSA:** Exempt

**JOB TYPE:** Full time, 40 hours/week, Monday - Friday

**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. Work closely with the Finance Office Controller on financial, banking, trusts, investments, and the oversight of finance office functions to ensure smooth operations.
2. Together with the Finance Office Team, perform a variety of accounting task including, but not limited to: preparing journal entries and month-end adjustments; account reconciliations, and preparing schedules and reports as needed;
3. Supervise finance office staff including: A/P, A/R and Special Projects personal.
4. Perform month-end and year-end account closings; reconcile GL activity to financial reports;
5. Perform banking reconciliations;
6. Prepare monthly, quarterly and annual financial statements; ensure all balance sheets are reconciled by finance office staff at least quarterly.
7. Work together with the Controller on the preparation of the annual budget and the annual fiscal audits working closely with external auditors;
8. Perform recordkeeping and reporting for all Trust Funds, including Mass Funds, DOM and CFT, ensuring required supporting trust documentation is maintained. Confirm withdrawal requests are in line with fund purposes as needed and that all trusts are categorized appropriately. Complete annual state filings as needed;
9. Perform recordkeeping and reporting of investment accounts, unrestricted and restricted trust funds- prepare annual adjustments in accordance to UPMIFA; prepare monthly investment statements for participants; prepare vouchers for approved withdrawals and deposits; provide technical assistance to account holders as needed.
10. Maintain general ledger chart of accounts; create and maintain standardized reports using software report writer programs; together with the Controller, oversee the implementation of new financial software programs.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. The Diocese retains the right to change modify the position description at any time.

7/21/22

11. Oversee recordkeeping, reconciling and disbursements of special collection funds on behalf of the Diocese.
12. Perform accounting functions for the Bishops Charitable Assistance Fund including preparing financial statements and board reports;

**OTHER DUTIES:**

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;
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.

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 with hybrid options
5. Mobility includes regular sitting, some standing and walking.