

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Senior Accountant

EFFECTIVE DATE: 2/2026

DEPARTMENT: Financial Services

POSITION SUMMARY:

The Senior Accountant will assist the CFO and Controller with planning, organizing, and control of the fiscal affairs of the Archdiocese of Cincinnati in accordance with specific objectives established by professional standards.

CREDENTIALS & EXPERIENCE:

The position requires graduation from an accredited college or university, with a degree in accounting, finance, business administration or a related field. CPA is desirable. Five years of professional experience in finance and accounting. Should possess knowledge of the non-profit environment, as well as familiarity with the workings of the Catholic Church. This position requires a person who consistently demonstrates maturity, a respect for the confidentiality of the work, and a sincere commitment to the mission of the Catholic Church.

REPORTS TO: Controller of the Department of Financial Services

DUTIES & RESPONSIBILITIES:

- 1.* Works with Controller and CFO to develop, monitor and report on budgeted to actual performance of departments and business units including:
 - Develop and manage annual budget process including preparing initial payroll budget and meetings with individual department managers to create department budgets. Enter approved budget into accounting system.
 - Meet with Directors and managers as needed to review performance to budget.
 - Report any concerns or abnormalities to the Controller and CFO.
 - Provide Directors with focused reports for managing the departments within their authority.
- 2.* Assists Controller with month-end close including review of bank reconciliations and preparation of various account reconciliations and related journal entries.
- 3.* Serves as co-administrator for parish accounting software (ParishSoft) and is a resource to train parish personnel on accounting and software issues.
- 4.* Reviews annual Parish and Elementary School Financial Reports; follows up with parishes on accounting issues and discrepancies.
- 5.* Calculates and publishes annual parish assessments.
- 6.* Remit restricted collections in accordance with the established schedule and provide required reporting for collections and other restricted funds received.
- 7.* Calculates semi-annual interest on green certificates sending notification to parish business managers. Ensures interest is properly reported in accounting system.

- 8.* Active backup for payroll function preparing biweekly payroll at least once per quarter. Assist with payroll audit processes. Provide assistance to parish business managers related to payroll and 401(k) questions.
- 9.* Serves as co-administrator for 401(k) plan which includes assisting with administrative matters and coordination of quarterly 401(k) meetings.
- 10.* Work with the Director of Benefits and Risk Management and the 401(k) Plan administrator to identify and resolve payroll issues related to the Archdiocesan 401(k) plan. Ensure payroll contributions are transferred in a timely manner to the plans asset manager.
- 11.* Assists Director of Payroll with processing of year end stock gifts received through the Chancery office.
- 12.* Be a source for Archdiocesan Institutions on matters governed by the Department of Financial Services.
- 13. Works with Controller to ensure a system of adequate internal controls is documented and in effect.
- 14. Other duties as directed by the Controller.

SUPERVISION RECEIVED:

Works under the direction of the Controller of the Department of Financial Services.

SUPERVISION EXERCISED:

N/A

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:

Salary	7 hours per day	35 hours per week
260 Days	12 months	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

_____ Employee Signature	_____ Printed Name	_____ Date
_____ Supervisor Signature	_____ Printed Name	_____ Date