

Diocese of Sacramento

JOB DESCRIPTION

Dept:	Finance
Position:	Payroll/Staff Accountant
Classification:	Non-Exempt
Schedule:	Full Time

Reports To: Controller

Essential Functions: As a member of the staff of the Finance Office and under the supervision of the Controller, the Accountant shall for the Central Administrative Offices of the Diocese:

- Be responsible for processing payroll and serving as a liaison between service provider and locations. Must be available for semi-monthly payroll processing periods.
- Maintain strict confidentiality.
- Solve problems concerning payroll, answer inquiries and enforce payroll policies.
- Provide training for off-site locations in collaboration with Office of Lay Personnel.
- Provide assistance in and process payroll for multiple small parishes.
- Ensure accuracy of all required data in the payroll system.
- Prepare monthly G/L reconciliations and journal entries for payroll related accounts.
- Assist in the development of overall payroll procedures by recommending improvements or changes when deemed necessary for greater efficiency.
- Monitor and implement payroll related tax law changes.
- Participate in the preparation of the annual budget and independent audits of Diocese.
- Perform special project functions, and other duties as required.

MINIMUM QUALIFICATIONS:

Education: Bachelor of Arts degree in business / accounting or equivalent.

Experience: Three years payroll experience with large automated payroll systems (ADP), supervisory experience, and experience in all processes of the accounting cycle.

Skills / Knowledge: Knowledge of the Church's mission in the Diocese of Sacramento; proficient with account reconciliations, GAAP, Excel, Word. Possess strong written, oral and interpersonal skills. Work well with pastors, other diocesan administrators, and staff; use independent judgment.

Employee's Signature

Date

Supervisor's Signature