



DIOCESE OF GREAT FALLS - BILLINGS

P.O. Box 1399 * Great Falls, Montana 59403 * (406) 727-6683

www.diocesegfb.org

POSITION ANNOUNCEMENT **Full Charge Bookkeeper/ Accountant**

FLSA Status: Hourly, Full Time

Pay Range: DOE

Purpose of Position:

To support the mission of the Bishop in his administrative oversight of the temporal goods of the Diocese by serving as a member of the business office support staff.

Essential Duties/Responsibilities:

- Maintain and update financial records, including accounts payable and receivable.
- Prepare and post deposits with proper cash handling safeguards.
- Invoicing of various customer types.
- Pay all debts on time, code and enter all invoices, prepare checks for signature.
- Prepare and post journal entries to the general ledger.
- Conduct monthly account reconciliations to ensure accuracy of financial data.
- Prepare balance sheet reconciliations and ensure all transactions are recorded accurately.
- Generate financial reports, including balance sheets and income statements.
- Review financial statements for accuracy.
- Occasional diocesan activities may require participation in non-routine duties including other duties as requested by Controller or CFO.

Core Competencies:

- Excellent attention to detail and organizational skills.
- Proficiency in QuickBooks Online.
- Proficiency in Microsoft Office 365, specifically Word, Excel and Outlook.
- Ability to maintain confidentiality of sensitive information and use of discretion.
- Skilled in account reconciliation, ensuring accuracy in financial reporting.
- Strong analytical skills with the ability to problem solve.
- Able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities.
- Must be flexible with the ability to work independently.
- Communicates well both verbally and in writing, written, and verbal communication skills, including ability to produce clear, concise reports, letters and correspondence.
- Strong interpersonal skills, shares information and ideas with others, and has good listening skills.
- Able to work with others in a collaborative team environment.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Minimum Requirements:

- 5 years of full charge bookkeeping experience.
- Safe Environment background check & related training completed
 - <https://greatfalls.cmgconnect.org> and on an ongoing basis as required.

2. Desired Requirements:

- Associates Degree in Accounting
- Fund Accounting experience in a not-for-profit environment.
- Valid Montana Driver's License
- An active practicing Roman Catholic

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Office environment. Normal (8am-5pm) work week is Monday through Friday.
- This position functions in an office environment that will have interruptions. The noise level in the work environment is usually low to moderate.
- Travel to and from parish and school sites may be needed.

To apply please submit your resume to:

- Controller, Julia Doney jdoney@diocesegfb.org
- Please include in the subject line the position you are applying for and your last name.
- The Diocese will contact preferred candidates for interviews.
- Hiring may occur at any time during this announcement posting.