

# **Staff Accountant Parish Accounting Services Downtown Chancery**

1700 San Jacinto  
Houston, TX 77002

## **Summary**

The Archdiocese of Galveston-Houston is seeking a full-time Staff Accountant for the Parish Accounting Services Department who is able to succeed in a faith-based, fast-paced, dynamic work environment. The Staff Accountant applies principles of accounting to analyze financial information received from the parishes and schools of the archdiocese and prepares financial reports and schedules. The staff accountant provides assistance with accounting, bookkeeping and payroll functions to the parishes; staff accountant assistance may be on-line and at locations.

The Archdiocese of Galveston-Houston serves more than 1.7 million Catholics and is the 5th largest Archdiocese in the United States. 146 parishes, 45 elementary schools, and 11 high schools in 10 counties with a geographic area of 8,800 square miles comprise the Archdiocese.

## **Educational/Experience Requirements:**

- BBA/Accounting degree. Minimum 30 hours of Accounting.
- CPA Certification preferred.
- Four to six years related experience in accounting, preferably in a not-for-profit environment.
- Strong analytical and problem-solving skills
- Experience in reconciliation of general ledger and Bank accounts
- Knowledge and experience with FASB and GAAP statements and standards.
- Excellent computer skills, including Microsoft Excel, Word and PowerPoint.

## **Requirements:**

- Excellent oral and written communication skills.
- Ability to write reports, business correspondence and procedure manuals
- Ability to effectively present information and respond to questions from bookkeepers, business managers, principals and pastors.
- Must have a valid TDL and a vehicle for onsite parish assignments.
- Bi-lingual Spanish and/or Vietnamese is a plus.

Interested candidates may send a cover letter, with salary requirement, and resume to [resume@archgh.org](mailto:resume@archgh.org). Please place Staff Accountant PAS on the subject line.