

St. Mary Seminary
Staff Accountant
Archdiocese of Galveston-Houston
9845 Memorial Drive
Houston, Texas 77024

SUMMARY

Under the general direction of the Rector and in accordance with established Archdiocesan policies, internal controls, and procedures, the St. Mary Seminary Accountant will be responsible for day-to-day accounting activities, including but not limited to invoicing, tax responsibilities, disbursements, budgeting and financial reports. This position is Monday through Friday, 8:30-5:30 with one hour for lunch, and is a 12 month, 40 hours, benefits eligible position. The Staff Accountant has access to and regularly works with information of a confidential nature and it is imperative that the level of confidentiality associated with this position is maintained; and your signature will indicate that understanding and agreement. Other duties could arise from time to time as may be expected in the normal course of business.

The vision of this esteemed school of Mary is providing the most excellent and comprehensive formation for seminarians in theology and pre-theology through programs of human, spiritual, intellectual and pastoral formation. Through effective witness and pedagogy, the seminary's faculty, staff, and supporters will challenge seminarians to be espoused heralds of the Gospel, configured to the heart of the Good Shepherd that they might provide worthy pastoral service to the mystical body of Christ as priests.

The Archdiocese of Galveston-Houston serves more than 1.7 million Catholics in 146 parishes across 10 counties and is pastored by Daniel Cardinal DiNardo assisted by Auxiliary Bishop Italo Dell'Oro.

EDUCATION and EXPERIENCE

BS in Finance or Accounting with 3 to 5 years of proven accounting experience.

Suitable candidates should submit a cover letter, resume, and salary requirement* via email to: resume@archgh.org with St. Mary Seminary Staff Accountant on the subject line.

* Applicants who do not include salary requirement may not be considered.