

# Staff Accountant II

## Parish Accounting Services

### Downtown Chancery

1700 San Jacinto  
Houston, TX 77002

#### **Summary**

The Archdiocese of Galveston-Houston is seeking a full-time Staff Accountant II for the Parish Accounting Services (PAS) Department who can succeed in a faith-based, fast-paced, dynamic work environment. The Staff Accountant II 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 II responds to inquiries and requests for assistance from the archdiocesan parishes and schools and provides training to new bookkeepers. Training includes one on one training that may be on-site at the parish or school, may be at the downtown Chancery, or virtual. Training is also provided during PAS meetings for all bookkeepers and business managers of the archdiocese.

The Staff Accountant II provides assistance with accounting, bookkeeping and payroll functions to the parishes and schools. Such assistance includes recording deposits, entering bills, cutting checks, processing payroll, reconciling accounts, generating financial reports and other assigned duties. The bookkeeping assistance may be done on-site at the parish or school or at the downtown Chancery.

The Archdiocese of Galveston-Houston serves more than 1.7 million Catholics and is the 5<sup>th</sup> 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 a plus.
- Three to Six years of related accounting experience, preferably in a not-for-profit environment
- Strong analytical and problem-solving skills
- Experience in reconciliation of general ledger and bank accounts
- Familiarity 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 and business correspondence
- 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, salary expectation,\* and resume to [resume@archgh.org](mailto:resume@archgh.org) Please place Staff Accountant II PAS on the subject line.

\*Candidates who do not include salary expectation may not receive further consideration.