SUMMARY
The Archdiocese of Galveston-Houston seeks a Manager of General Ledger and Financial Reporting preferably with a CPA license and prior non-profit accounting experience. The successful candidate must be able to succeed in a faith-based, fast-paced, dynamic work environment, and who can research, interpret, and apply principles of accounting to analyze transactions and generate accurate financial reports.

This position manages a staff of four and oversees the Chancery and departmental general ledger accounting for the Archdiocese. The Manager of General Ledger and Financial Reporting is responsible for the month end close, financial reports, grants management, annual external audit, understanding the chart of accounts, and reconciling the general ledger and bank accounts, and the annual budget.

The Manager of General Ledger and Financial Reporting is a full-time, 12 months, and benefits eligible position with the office located at the Downtown Chancery, 1700 San Jacinto Street. The Chancery does not offer remote work thus employee presence in the office is required.

The Archdiocese is led by Daniel Cardinal DiNardo, Archbishop of Galveston-Houston. The Archdiocese of Galveston-Houston is a multicultural Church with active members from every continent of the world. We pray and celebrate in over 14 languages in 146 parishes. More than 1.7 million Catholics live within the boundaries of the Archdiocese of Galveston-Houston, making it an Archdiocese with the largest Catholic population in the state of Texas and the fifth largest in the United States. We participate in activities of social justice, support the good works of persons in other countries, prepare our children and young people to be responsible members of the community, and we do all this in the name of our Lord, Jesus Christ.

EDUCATION AND EXPERIENCE
Suitable candidates must have a bachelor’s degree with a concentration in accounting, CPA license preferred, and a minimum of 5-10 years managerial accounting experience. Candidate must have excellent written and oral communication skills, be comfortable presenting to large groups, have a commitment to service, a strong work ethic, and be able maintain confidentiality.

Suitable applicants should email cover letter, resume, and *salary requirement to resume@archgh.org with Manager of General Ledger and Financial Reporting on the subject line.

*Applicants who do not include a salary requirement may not receive further consideration.