

**Staff Accountant  
Finance Department  
Downtown Chancery  
1700 San Jacinto  
Houston, TX 77002**

## **Summary**

The Archdiocese of Galveston-Houston seeks a Staff Accountant (Accountant) who can succeed in a faith-based, fast-paced, dynamic work environment. This is not a remote work position, and the Accountant will be required to be in the office Monday – Friday. The Accountant will be responsible for performing day-to-day financial tasks, will collaborate with other departments to ensure accurate financial information and compliance with regulations, is responsible for sales tax return filings, pension accounting, sweeping balances from departmental checking accounts, reconciliations, depositing cash and checks received by departments, posting journal entries, analyzing financial data, preparing financial reports, audits, budgeting, and forecasting, and other accounting duties as directed. This is a full time, 40 hours per week, benefits, and PTO eligible position.

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.

## **Education and Experience**

- BBA/Accounting degree. Minimum 30 hours of Accounting.
- 3-5 years related experience in accounting, preferably in a nonprofit 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.
- Outstanding oral and written communication skills.

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

\*Applicants who do not include minimum salary requirements may not receive further consideration.