

Senior Accountant

Archdiocese of Galveston-Houston Chancery System

1700 San Jacinto Street Summary

Summary

The Senior Accountant serves in the Archdiocese of Galveston-Houston Accounting Office and is responsible for month-end close, system set up and chart of account changes, audit, budget, and financial reporting duties which include but is not limited to:

- Oversees the month end close schedule involving colleague accountants, Accounting Operations, Development, Cemeteries, and other departments of the Archdiocese
- Reconcile bank statements, general ledger accounts, and other financial data monthly to maintain accurate financial records
- Investigate and resolve any reconciliation discrepancies
- Compiles and analyzes financial information to prepare entries to general ledger accounts
- Prepare and analyze monthly, quarterly, and annual financial statements, ensuring timeliness, accuracy and compliance with GAAP and internal policies
- Summarize all financial statement variances monthly
- Prepare internal reports as requested by management
- Work closely with other departments and staff to provide financial information and support
- Communicate effectively with colleagues and external stakeholders
- Prepares and reviews year end audit schedules as required and coordinates with other departments for their audit deliverables
- Develop and monitor budgets, providing financial forecasts and variance analysis
- Mentor and guide staff accountants and ensuring team efficiency
- Identify opportunities to reduce costs and enhance revenue.
- Participate in specialized projects as needed, often in conjunction with senior staff or management.
- Audits methods and procedures to determine necessary adjustments needed to improve the efficiency of the month end close schedule and reporting
- Establishes, modifies, documents and coordinates implementation of accounting and accounting control procedures
- Issues written and oral instructions to Chancery staff or other locations as needed
- Adjusts errors and handles complaints or requests for information from within or outside Archdiocesan structure
- Supports Accounting staff and Chancery staff in all accounting-related software and with any implementation of new software and/or new workflows
- Performs other accounting duties, when necessary, usually due to staff shortage

Education and Experience

- Bachelor's degree (B. A.) from four-year college or university
- Minimum of three years related experience
- Demonstrated proficiency with accounting principles
- Strong knowledge of Microsoft Office (Word, Excel, Outlook)
- Experience in non-profit accounting is preferred

Suitable candidates may send cover letter, resume, and minimum salary requirement* to resume@archgh.org with Senior Accountant on the subject line.

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