

## Job Posting Form

Date Posted: 2/5/2021

Send resume and  
cover letter to: jconti@buffalodiocese.org

Type of Employment: Full time

Job Title of Open Position: Accountant

Salary: Commensurate upon experience/education Salary will be:  hourly  annual

Employer: Diocese of Buffalo Department Catholic Center

Location Address: 795 Main St. Buffalo, NY 14203

Employer website: www.buffalodiocese.org

### **Brief Job Description**

The Accountant supports with the financial administration of the Central Administrative Office of the Diocese of Buffalo and its related entities, and the Foundation of the R.C. Diocese of Buffalo. This is executed through the day-to-day operations performed within the accounting functions of each of the companies.

### **Responsibilities**

- Perform general accounting procedures for the Foundation, the Charitable Gift Annuities, and the Diocesan Purchasing Division including preparing and recording general journal entries, analyzing financial data and records, maintaining the charts of accounts, and preparing monthly bank reconciliations and various other schedules.
- Review invoices and check requests for the Foundation and Charitable Gift Annuities before preparing and printing computerized checks and/or ACH transfers.
- Prepare, review and reconcile monthly interim financial statements of the Foundation and Diocesan Purchasing Division for review by the Executive Director of Finance.
- Allocate monthly investment income/loss and administration fees to all Foundation Endowment Funds.
- Prepare annual & biannual donor statements for the Foundation.
- Prepare grant calculations based on board spending policy and donor intent for review and approval by the Foundation Grants Committee.
- Prepare and analyze biannual calculations for distributions to 162 parishes and various endowment funds, and prepare individual statements for each parish distribution.
- Prepare monthly billings to various entities on behalf of the Foundation for Shared Advancement Services.
- Coordinate with Shared Advancement Services to reconcile monthly Charities appeal bank accounts and prepare reports for the distribution of funds.

- Prepare Federal forms 1099-MISC, 1099-R and 1096 for distribution to the IRS and various recipients. Prepare the New York State Annual Statement for the Charitable Gift Annuities.
- Coordinate with external auditors during the annual audit of the Foundation by providing requested documents and schedules to ensure a thorough and timely audit and issuance of financial statements and notes in compliance with current accounting standards.
- Coordinate and prepare all work necessary to close out the fiscal years of the Foundation.
- Assist in preparing the Foundation annual budget.
- Assist in analyzing substantial variances between the Central Administrative Office's annual budgeted amounts and actual amounts incurred on a quarterly basis throughout the year.
- Assist when needed with the annual audit of the Central Administrative Offices and annual issuance of the Federal 1099 forms.
- Perform other duties as needed

**Required Education/Experience**

- Bachelor's Degree in Accounting/Finance or other related field required
- One (1) – five (5) years of successful accounting/finance experience
- Experience in a non-profit organization strongly preferred but not required

E.O.E.

How to Apply: Email to [jconti@buffalodiocese.org](mailto:jconti@buffalodiocese.org)