

# **EPISCOPAL DIOCESE OF UTAH**

## **SENIOR ACCOUNTANT**

### **Job Description**

**November 2019**

**Job Status:** Full-time

**Education and Experience:**

- Bachelor's degree in accounting

**Duties and Responsibilities:**

**Journal Entries:**

- Research and collect transactions needing a journal entry
- Prepare monthly Project Jubilee report; submit to CFO and Perpetual Trust Trustee
- Prepare monthly Rolling Asset Market Value (RAMV) report
- Enter the journal entries in the accounting software and attach the supporting documentation in PaperSave software
- Print the Input Report, self-review, and then submit the input for approval. Make any corrections and resubmit for approval
- Once approved, post the journal entries and print the Post Report
- Assist the Finance Team, employees, and others by answering questions related to general ledger entries.

**Accounts Receivable:**

- Collect outstanding items in conference & lodging tracking software
- Review lodging reservations and payments applied; bill for outstanding balances
- Review conference center reservations and payments applied; bill for outstanding balances
- Ensure that conference and lodging reservation payments, and youth activities registration payments are properly recorded in associated tracking software
- Tie accounting software receivable and deferred revenue accounts to conference, lodging and youth activities tracking software
- Bill unpaid Diocesan Convention registration fees
- Bill contracted services provided by ECS to various medical and pastoral care learning centers
- Assist the Finance Team, employees, and others by answering questions related to accounts receivable.

**Cash Receipts:**

- Receive and log all checks and cash as received; code as appropriate
- Print deposit log, paperclip checks and cash to log; submit for review
- Hand off to Staff Accountant for further processing
- Assist the Finance Team, employees, and others by answering questions related to cash receipts

**Accounts Payable:**

- Prepare recurring invoices such as monthly accounting fees & phone reimbursements
- Receive approved bills, invoices, and requests for payment
- Review accounts payable for accuracy and for proper approvals, account codes, descriptions, proper supporting documentation, prior payments, and discrepancies. Obtain W-9 when needed before processing that payable or withhold taxes.
- Enter the accounts payable into the accounting software and attach the supporting documentation to the electronic invoice
- Print the Input Report, self-review, and then submit the input for approval. Make any corrections and resubmit for approval
- Once approved, print the checks and process the EFTs, post them, and print the Post Report
- Have the checks and EFTs signed / approved by authorized signatories, scan them, and attach them to the electronic invoice
- Mail / distribute the checks and EFT receipts along with appropriate inserts
- Prepare American Express statement for payment by working with Bishop's Administrative Assistant to collect and categorize charges
- Download Zions Bank credit card statements in Excel; send Excel workbooks to each credit card statement holder for collection and categorization of charges
- Contact payees of older outstanding checks to resolve payment
- Assist the Finance Team, employees, vendors, and others by answering questions related to accounts payable

**Employee Benefits:**

- Reconcile pension accounts with invoices and prepare check requests
- Process and track requests for Flexible Benefit Plan reimbursements
- Calculate annual gains/losses in Flexible Benefits Plans and allocate to participants

**Annual Audit:**

- Prepare annual audit schedules and confirmations as assigned
- Assist auditors and others by answering questions related to the audit

**Other Duties:**

- Assist the Finance Team in researching financial information, preparing reports, and providing information as needed
- Prepare Statement of Financial Position and Statement of Activities Reports for Perpetual Trust
- Input budget data into accounting software
- Parochial Reports - gather, assist parishes, maintain records
- Attend various meetings such as weekly staff meetings, bi-weekly team meetings and Diocesan Convention annually (held Friday through Saturday)
- Other duties as assigned

**Competencies:**

- Pays attention to detail – very important
- Gathers and analyzes information skillfully
- Prioritizes and plans work activities. Uses time efficiently to complete tasks on time or notifies appropriate person with an alternate plan
- Sets goals and objectives to develop realistic action plans and manage competing demands. Accepts responsibility for own actions
- Monitors own work to ensure quality and generates suggestions for improving work
- Looks for ways to improve and promote quality, and demonstrates accuracy and thoroughness
- Maintains confidentiality
- Keeps commitments and works with good integrity and ethics
- Identifies and resolves problems in a timely manner. Develops creative solutions
- Contributes to building a positive team spirit. Works well in group situations and remains open to others' ideas. Tries new things. Listens and gets clarification. Shares expertise with others.
- Follows instructions, responds to management direction, and asks for and offers help when needed. Responds promptly to requests for assistance
- Displays willingness to make decisions, weighs various solutions and includes appropriate people in decision-making process.
- Demonstrates persistence and overcomes obstacles. Adapts strategy to changing conditions and reacts well under pressure
- Writes clearly and informatively, and edits work for spelling and grammar
- Pursues training and development opportunities, and strives to continuously build knowledge and skills
- Works extra hours when necessary to reach goals

**Skills and Reasoning Ability:**

- Knowledge of Financial Edge accounting software, MS Excel, and MS Word software. Comfortable learning new software quickly with minimal guidance.
- Knowledge of accounting for investment activities.
- Ability to read and comprehend instructions and correspondence
- Ability to write well.
- Ability to effectively present information in one-on-one and small group situations
- Ability to calculate figures and amounts such as discounts, interest, and percentages
- Ability to apply concepts of basic algebra

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to:
  - Sit
  - Use hands and arms to type, file, sort paper, etc.
  - Read computer screens and paperwork
  - Speak and hear well.
- The employee is occasionally required to stoop to reach low filing cabinet drawers. The employee frequently lifts and/or moves up to 10 pounds and occasionally lifts and/or moves up to 25 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.