

## **OPEN POSITION – DIOCESAN PARISH ACCOUNTING COORDINATOR**

The Catholic Diocese of Lubbock is accepting applications for this full time salaried position. The position includes responsibility for monthly financial reports, parish accounting, developing parish budgets, parish accounting, assessments, parish reviews (ICQ) and monitoring, account and investment reconciliations, fixed assets entry, finance office newsletter, parish property insurance claims management and balances due; property tax management; and other tasks as assigned. The successful candidate must have outstanding administrative and analytical skills; an ability to work as a team player; effective written, verbal and public speaking skills; planning and organizational skills; proficiency with information technology; and ability to maintain confidentiality are all required.

The ideal candidate must have at least 2 years' experience in a similar position with a record of progressive and relevant financial accomplishments as well as working successfully with diverse constituencies and client groups. Experience within a public or not-for-profit organization is desired but not necessary. The candidate must possess a willingness to understand the structure of Catholic Church and the role and ministry of the Bishop. The position requires an aptitude toward accounting and an excellent working knowledge of accounting principles. An undergraduate degree in accounting or business is desired but not necessary. Bilingual in Spanish is a plus. Working knowledge of Microsoft Office Suite (including Excel and Access), QuickBooks, and Shelby systems or parish related accounting software is highly desired. Salary is commensurate with education and experience.

Nominations for this position will be considered. Interested candidates are invited to mail, email, or fax, in confidence, a cover letter, resume including salary history and a list of references at the earliest convenience to Diocese of Lubbock Human Resources Office, P.O. Box 98700, Lubbock, TX 79499-8700; [aocanas@catholiclubbock.org](mailto:aocanas@catholiclubbock.org) SUBJECT: Parish Accounting Coordinator Position; (806)771-7660 (fax with coversheet). Information on the diocese is on the diocesan website at [www.catholiclubbock.org](http://www.catholiclubbock.org).