



DIOCESE OF LAS VEGAS JOB POSTING – Staff Accountant

JOB POSTING:

The Diocese of Las Vegas Finance Office is looking for a full time Staff Accountant available to start immediately. Generally, the Staff Accountants will perform duties such as maintaining the general ledger, reviewing financial statements, preparing financial reports, assisting with audits and budgeting processes as well as reconciling accounts

GENERAL RESPONSIBILITIES:

- Assists with the month-end closing process, conducting research and making correcting journal entries for account discrepancies, and prepares closing journal entries
- Utilizes accounting system, web sites and spreadsheets
- Performing account analysis and reconciliation, including bank statements and intercompany general ledger accounts
- Prepare month-end accruals
- Ability to read, analyze, and summarize financial reports
- Experience with Financial Edge and QuickBooks software
- Ability to establish and maintain an effective working relationship with other employees
- Exercise sound, independent judgment within established guidelines
- Express ideas clearly and concisely, both orally and in writing
- Maintain a high level of accuracy and confidentiality in preparing and entering financial information.
- Routine attendance

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in accounting or finance with two years of experience preferred
- High School diploma with at least five years' experience in accounting
- Strong mathematical and analytical skills
- Proficient in Microsoft word and excel
- Proven ability to handle multiple projects simultaneously

WORK ENVIRONMENT:

This job operates in a professional office environment. Casual business dress code is enforced.

Full-time position w/benefits, salary DOE. Please send resume and [Diocesan Application](#) to RCBLV Finance Office, email resumes@dolv.org. References will be required if interviewed.