

Job Title: Senior Accountant  
Organization: The Catholic Foundation of Central Florida, Inc.  
Posting Date: March 25, 2019  
Closing Date: Until Filled  
Status: Full Time Non-Exempt  
Physical Address: 50 E. Robinson Street, Orlando, FL 32801

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The Catholic Foundation of Central Florida, partner of the Diocese of Orlando, is actively seeking a Senior Accountant to assist the Director of Finance in helping the Church in Central Florida fulfill its enormous potential for mission and ministry. The Senior Accountant is responsible for applying GAAP and FASB standards, working in compliance with non-profit and diocesan rules and regulations, assisting with audit schedules and fund management, conducting financial analysis, ensuring appropriate accounting control procedures, and preparing accurate and timely internal and external financial reports and statements. This position requires working with diocesan departments and entities.

The Diocese of Orlando and The Foundation's core values lay the foundation for the work performed by its employees.

#### Diocese of Orlando Core Values

*Authenticity:* Conviction that God has called us to reflect exteriorly our inner life of faith in our daily living

*Respect:* Affirming each person's God-given dignity and uniqueness.

*Courage:* Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.

*Commitment:* Individually and collectively, we are steadfast to the team and its purpose.

#### The Catholic Foundation of Central Florida Core Values

*Faith-filled Passion:* We nurture our faith to inspire others to transform lives through charitable giving

*Collaboration:* Through partnerships, we leverage community resources to maximize impact

*Stewardship:* We recognize that all gifts are from God and we are called to honor donor intentions and use prudence to return gifts with increase

*Transparency:* We are open and honest in our communications to provide access to information

*Servant Leadership:* We listen and learn from our community and invest in initiatives to meet their needs

*Impact:* We engage donors in serving the needs of our community and advancing ministries of the Catholic Church

Responsibilities include but are not limited to:

- Prepares and records journal entries by compiling and analyzing account information.
- Ensures proper controls over cash collections, bank payments, and updates as needed.
- Coordinates processes and information between internal roles as well as diocesan departments and entities as needed.
- In a timely manner performs complex monthly reconciliations, including accruals and closing journal entries, of balance sheet and income statement accounts and resolves discrepancies.
- Prepares and presents accurate and timely financial statements.
- Assists the Director of Finance, taking a lead role in annual audit preparation, including preparation of requested audit schedules, footnotes, disclosures and other materials.
- Assists the Director of Finance by creating organizational operating and capital budgets, including annual operating and capital budgets.
- Assists the Director of Finance and President with other Foundation infrastructure development, ad-hoc reporting and internal control assessment, as needed.
- Assists the Director of Finance with planning of cash flow with projections/forecasts for existing and new programs.

- Assists the Director of Finance by creating materials for the Board of Directors, Committees, Advisory Councils and Members.
- Assists the Director of Finance by managing the preparation year-end reporting and financial statements, gathering annual report information and preparation of the organization's IRS 990.
- Continuously improves operations by analyzing results, monitoring variances, identifying trends and recommending actions to management.
- Assists with fund management by managing monthly closing of fund system, including allocation of monthly investment return, distributions, fee assessments and communication with partners and donors.
- Assists Foundation team with budget activity, proper expenditure coding, appropriate expense allocations, KPI and budget variance analyses, and other accounting-related activities.
- Collaborates with staff accountant and other staff as needed to perform tasks.
- Contributes to organizational policy development and update of process and workflow documentation and training materials.
- Ensures accounting systems and functions are maintained.
- Gains and maintains knowledge of GAAP, FASB and specific non-profit accounting standards. Stays current with market research, data mining and business benchmarking.
- Maintains confidentiality of financial, contract and donor information.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience:

- Bachelor's degree in accounting or a related field; CPA or MBA a plus.
- Minimum of four years of professional experience in a comparable role. Experience in non-profit accounting and Foundation organization and knowledge of IRS 990 preferred.
- Advanced knowledge of GAAP, FASB and accounting theory, principles, practices, laws and procedures as well as compliance and financial reporting. Knowledge of fund and grant accounting preferred.
- Detail orientation and ability to work independently. Must have excellent organization skills and the ability to prioritize, manage multiple tasks and meet deadlines while maintaining accuracy.
- Proven analytical and abstract reasoning skills
- Proficient with Microsoft applications, including Excel, Word, PowerPoint and Outlook; Access experience a plus.
- Proficient with accounting and general ledger software with experience with Blackbaud Financial Edge and Stellar iPhi software preferred.
- Professional communications and interpersonal skills, including excellent collaboration skills.
- Possess demonstrated ability to work in a church-related as well as service-oriented and collaborative environment with commitment to partners and team members.

#### Language Skills:

Ability to read, analyze, and interpret journals, articles, and periodicals. Must have outstanding problem-solving skills. Excellent communication and interpersonal skills required.

#### Mathematical Skills:

Ability to apply advanced mathematical concepts necessary for proper valuation of transactions.

#### Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### Physical Requirements:

Position requires walking, sitting for extended periods of time, bending, stretching, and stooping. Repeated use of hands, fingers, wrists, and arms. Must be able to see up close as well as from afar. Job incumbent must also possess the ability to hear and communicate both verbally and in writing, in person and via telephone and electronic communications.

## Acknowledgement

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned this job.

## Application Instructions:

Qualified candidates may submit a cover letter and resume and a completed Application for Employment to Susan Hunt, Director of Finance, The Catholic Foundation of Central Florida:

via email: [shunt@cfcf.org](mailto:shunt@cfcf.org)

via mail: 50 E. Robinson Street, Orlando, FL 32801

No phone calls, please

Employment Applications may be located here: <https://www.orlandodiocese.org/wp-content/uploads/2016/05/Employment-Application-2016-Fillable.pdf>

Thank you for your interest.