

The Roman Catholic Diocese of Burlington Offices, South Burlington: Accountant

The Roman Catholic Diocese (RCD) is looking for an experienced Accountant to join our team!

Summary of Responsibilities:

As our Accountant, you will work closely with pastors and the Finance Office of RCD to manage the finance and accounting functions for parishes and/or school(s). You will need a solid background in accounting. Responsibilities will include handling cash disbursements, cash receipts, payroll, general ledger entries, bank reconciliations, healthcare, 403(b), etc. You will be responsible for all financial reporting. Travel within Chittenden County is required.

Qualifications:

- Bachelor's degree in accounting, finance, math, or business administration.
- Three years of general accounting experience, preferred.
- Proficiency in Excel, Access, Quick Books, and ADP.

Benefits Offered:

RCD offers its employees an attractive benefits package to include: vacation and discretionary leave; paid parental leave, flexible hours, medical, dental and vision insurance; life, STD/LTD and retirement planning. Late model fleet cars for company travel. If interested, please forward your resume to: ddaniel@vermontcatholic.org