

# Senior Accountant

**Minimum 5 years of experience with generally accepted accounting principles.**

The Roman Catholic Diocese of Burlington is currently seeking a **Senior Accountant**. As our **Senior Accountant**, you will work closely with pastors and the Finance Office of RCD to manage the finance and accounting functions for parishes and schools.

## Requirements of the **Senior Accountant**

- Bachelor's degree in accounting
- Minimum 5 years of relevant accounting experience
- Ability to communicate information and ideas effectively
- High level of attention to details
- Assist with special projects as needed.
- Strong understanding of Excel, MS Office, Access, Quick Books, and ADP
- Good interpersonal, communication and conflict resolution skills
- Excellent analytical and problem-solving skills
- High degree of accuracy & confidentiality
- Ability to travel within Chittenden County

## Benefit of the **Senior Accountant**

- Competitive salary & generous benefits package
- Health, dental, and vision
- STD / LTD & life insurance
- Paid parental leave
- Paid sick leave
- 403(b) & retirement planning
- Tuition assistance
- Referral program

## Responsibilities of the **Senior Accountant**

- Accounts Payable / Cash Disbursement
- Cash Receipts / Accounts Receivable
- Payroll / Benefits
- Financial Reporting
- Ability to accomplish all major accounting tasks under minimal supervision

To apply for this position, please forward your resume to Mary Foster, Chief HR Officer ([mfooster@vermontcatholic.org](mailto:mfooster@vermontcatholic.org)).