

The Episcopal Diocese of Texas Job Description

Job Title: General Accounting Manager
Division: Financial Services
Reports to: Controller
FLSA Status: Exempt

GENERAL SUMMARY

The General Accounting Manager supports the mission of the Episcopal Diocese of Texas by collaborating closely with the Controller on all financial and accounting management aspects. Key responsibilities include direct accountability for the accounting of four affiliated entities and comprehensive oversight of the organization's accounting ledger and subledgers.

PRIMARY RESPONSIBILITIES

- Manage the monthly close cycle and prepare timely financial statements
- Create and review journal entries, payables, and receivables for all entities managed by the diocese
- Analyze the financial statements and accounts to explain variances and identify unusual trends or transactions
- Maintain the general ledger's account structure and coordination of the budget process
- Distribute financial reports on investment activities and performance to stakeholders
- Process payroll and benefits payments for assigned entities
- Support critical Finance functions including cash management, accounts receivables, safeguarding of assets, and approved disbursements
- Lead, train, and support the accounting team to implement efficiency.
- Provide assistance to churches with accounting or tax questions
- Engage with the external auditors to support the audit process and ensure completion of the audited financial statements
- Collaborate with other teams to execute best practices and support the diocese's vision
- Ability to take on additional duties as assigned

Education and Experience

- Bachelor's degree in Accounting, Business Administration, or a related field (or equivalent experience).
- Certified Public Accountant (or in progress)
- 2-4 years of relevant experience in financial statement preparation, budgeting, forecasting, reviewing of the activities of AR and AP activities.
- Strong knowledge of GAAP and ability to interpret regulations.
- Excellent attention to detail and accuracy
- Strong interpersonal skills, ability to coach, collaborate and maintain a positive attitude when interacting with employees.
- Ability to maintain confidentiality and exercise discretion.

- Strong organizational skills, with the ability to manage multiple tasks and meet deadlines under pressure.
 - Proficiency in Microsoft Word, Excel, and Outlook.
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Physical and Mental demands and Work environment

The physical and mental demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

- Physical and Mental demands: Regularly see, talk, listen and easily remember things, any one of which could last for extended hours; stand, walk, climb stairs, bend, and sit; use hands to finger, handle or feel; reach with hands and arms; and lift up to 15 lbs.
- Have face to face interactions with others throughout the workday; handle frequent interruptions
- Easily follow instructions oral and written instructions; sustain concentration; and make quick and accurate decisions
- Perform under circumstances of emotional stress, such as yet not limited to, stress from work deadlines, employee complaints, work complexity, competing priorities and occasional under staffing
- Work environment: The work takes place almost entirely indoors in office environment
- The setting is moderately noisy due to employee traffic and ongoing phone calls
- The work requires the continuous use of telephones, computers, copiers, and similar business devices

Comments: The above statements are intended to describe the essential responsibilities being performed by person assigned to this position. They are not intended to be an exhaustive list of the responsibilities assigned.