



Episcopal Diocese of Massachusetts

138 Tremont Street Boston, Massachusetts 02111 • 617-482-5800 • www.diomass.org

Job Title: Accounting Assistant

Reports to: Controller

Category: Full-time

Summary: Reporting to the Controller, the Accounting Assistant will have responsibilities in supporting the Finance Department in the processing of accounting transactions and the monthly accounting cycle. This position will handle various day-to-day accounting functions for the Episcopal Diocese of Massachusetts, the Cathedral Church of St. Paul, and several affiliated entities. The ideal candidate would have a strong attention to detail, value internal customer service, and bring their gifts in this area to this position.

About the Episcopal Diocese of Massachusetts

The Episcopal Diocese of Massachusetts comprises 180 worshipping communities throughout eastern Massachusetts who seek to be Christ's presence in the world as we answer God's urgent call together. We work to build communities where all people find fairness, compassion, and the freedom to live fully. Located on Boston Common in Downtown Crossing, the diocesan offices and cathedral church are the hub for the vibrant community of The Episcopal Church in eastern Massachusetts. In our congregations we pray and grow in faith and hope, advocate for justice and mercy, and serve our neighbors. We serve as a grantor and administrator of multiple direct service and on the ground programs. We seek people of goodwill from many occupations to join our committed, talented staff.

Duties/Responsibilities:

Accounting Functions

Responsible for the management and processing of deposits, credit card reporting, and A/R & A/P invoices, along with other support for the finance department.

- Prepare daily deposits, including identification of restrictions to upload into accounting software.
- Process accounts payable invoices and disbursements, including reviewing transactions and managing disbursement through checks and electronic transactions
- Manage credit card reporting, ensuring accurate expenditure coding and approvals are received.
- Prepare GJEs for upload of staff credit card transactions and monthly postage and copier usage into Intacct
- Sort department mail daily to ensure checks are deposited in a timely manner and invoices are directed to the correct staff members for approvals
- Identify accounts receivable transactions during daily deposits
- Perform accounts receivable function for the Diocese, Cathedral, and Trustees of Donations.
- Track spending on contracts, including timelines for payment
- Provide administrative support with annual audit
- Perform other tasks as assigned to support the finance department with day-to-day accounting duties

Diocesan Staff Expectations

- Regular engagement with supervisor to ensure communication and clarity around workflow prioritization.

- Arrange work schedule with supervisor to include three workdays onsite (including Wednesday) at the Diocesan offices, along with remote work.
- Participate in trainings, meetings, proceedings, and activities of the diocesan staff as directed by supervisor.
- Look for opportunities to collaborate with other ministry areas, of our congregations and of the life of the church overall.
- Adherence to all Diocesan policies and procedures.
- Other duties as assigned.

Core Competencies & Expectations

All diocesan staff are expected to:

- Act with trustworthiness, transparency, and accountability.
- Communicate clearly, kindly, and effectively.
- Collaborate across difference with openness and respect.
- Approach challenges as proactive problem-solvers.
- Balance strategic thinking with responsiveness.
- Follow all Diocesan policies and procedures of the Bishop's Office.
- Serve both the Bishop's Office and our worshipping communities with dedication.
- Bring a spirit of hospitality, joy, and humor to their work.
- Utilize project management, communications, and staff management tools effectively.
- Exhibit a deep commitment to the principles of diversity, equity, inclusion, and justice.

Required Skills/Abilities:

- Strong organizational skills.
- Meticulous, organized, deadline focused and driven, and able to multitask.
- Initiative-taking person with the ability to work independently.
- Excellent ability to calculate, reason, analyze, and communicate financial, operational, and technical information, both verbally and in writing.
- Able to identify and follow up on situations that vary from established policies and processes.
- Interpersonal skills with a customer service focus.
- Ability to work collaboratively and respectfully with all levels of staff, volunteers, and parish personnel.
- Detail oriented, organized, deadline focused and driven, and able to multitask.
- Experience with accounting software, preferably Intacct.
- Proficient with Microsoft Office Suite, especially Excel.
- Commitment to Diversity, Equity, and Inclusion as a core priority of the Episcopal Diocese of Massachusetts. People of Color and members of historically marginalized communities are heartily encouraged to apply.

Education and Experience:

At least 2 years of relevant experience, preferably in a religious or non-profit institution.

Associates, Bachelor's degree or equivalent combination of education and experience.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and/or move up to 25 pounds.

Reasonable accommodation will be made for persons with disabilities.

Compensation

The salary range for the full-time position is \$59,000 to \$61,000.

Benefits

The Diocese offers a generous benefit package including 100% employer-paid health insurance for full-time staff, fifteen (15) paid holidays, 4 weeks of vacation, and a 10% contribution to retirement.

Applications

Please apply by sending cover letter and resume to hr@diomass.org.