



**Archdiocese of Agana**  
 196 Cuesta San Ramon, Ste. B, ■ Hagåtña, GU 96910  
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## JOB OBJECTIVES AND RESPONSIBILITIES

<b>FLSA Status:</b> Non-Exempt	<b>Job Title:</b> Chief Accountant
<b>Department:</b> Accounting Dept.	<b>Job Holder:</b>
<b>Date Updated:</b>	<b>Reports To:</b>

### PURPOSE

Under the direct supervision of the Chief Financial Officer and in accordance with established policies and procedures plans and coordinates the Archdiocesan Accounting Office and financial administration of the Archdiocese of Agana. Directs accounting, cashiering, payroll, and related functions. Also has responsibility for budgeting and financial reporting. Provides consultative services and examines financial records for Chancery, Catholic Charities, parishes, missions, and schools. Recognizes the value of financial data in planning and operational control.

### PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITIES

Other duties may be assigned including the following:

#### GENERAL

- Working knowledge of Generally Accepted Accounting Principals (GAAP) and fund accounting including internal controls
- Assure internal controls are followed and evaluate effectiveness
- Maintain confidentiality of all materials
- Participate in weekly staff meetings
- Assist management/administration in all other related duties and special projects as assigned and directed
- Review and analyze Canonical Visits related to the Patrimony
- Other related duties as assigned by the Chief Financial Officer
- Prepare financial statements, business activity reports, and forecasts
- Monitor financial details to ensure that legal requirements are met
- Supervise employees who do financial reporting and budgeting
- Review company financial reports and seek ways to reduce costs
- Analyze market trends to maximize profits and find expansion opportunities
- Help management make financial decisions

#### CHANCERY

- Supervise billing, payroll, accounts receivable, accounts payable and accounting
- Review monthly, quarterly, and annual reports and financial statements, including journal entries and reconciliations. Monitor general ledgers for all funds.
- Review and approve all accounts receivable reports
- Assure internal controls are followed and evaluate effectiveness
- Management of payroll with related IRS reporting requirements
- Approve all payroll disbursements

- Approve all accounts payable disbursements
- Assist in preparing the annual budgets. Monitor actual monthly performance to the budget, keeping the Chief Financial Officer informed of the financial position
- Review monthly, quarterly, and annual reports and financial statements; maintain general ledgers for all funds, including journal entries and reconciliations
- Work with the Chief Financial Officer in providing records for the external review or external audit.

### **PARISH/SCHOOLS and OTHER ENTITIES UNDER ARCHBISHOP CORPORATE SOLE**

- Assist bookkeepers throughout the Archdiocese with all aspects of accounting procedures and practices (including but not limited to account coding, general payroll issues, etc.)
- Review the compiled data for the monthly and annual Financial Report
- Review prepared combined budgets annually
- Review reports relating to Archdiocese bank accounts and loan covenants
- Review combined Catholic Schools reports
- Review reports related to Archdiocesan Annual Appeal
- Review reports related to Capital Expenditure Request
- Assist Chief Financial Officer and parishes and schools with property/liability/workers' compensation/auto insurance billing issues
- Prepare and present accounting information at meetings, workshops, etc. (including but not limited to semi-annual bookkeeping/benefits workshops, Tax workshops, etc.)
- Maintain close working relationship with Certified Public Accounting Firm/ Bookkeeping Firm contracted to provide accounting services to parishes/missions/schools
- Conduct site visit or provide accounting support & testing internal controls to the parishes, schools and entities in need under AOA
- Assist Chief Financial Controller in the review of financial reports and alert any discrepancies that arise which needs attention

### **SUPERVISORY RESPONSIBILITIES**

This job has the responsibility of supervising three accounting staff members. Carries out supervisory responsibilities in accordance with archdiocesan policies and applicable laws. Responsibilities include assisting with interviewing/hiring process, training employees and planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **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**

College degree in accounting or related business area

### **EXPERIENCE**

At least five years experience in accounting. Ability to operate business office equipment, i.e. adding machine, copier, and a demonstrated competence in computer software (all Microsoft Office products, accounting packages, and database programs).

### **LANGUAGE SKILLS**

Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, and climb stairs. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate, typical of an office with computers and printers. This is a thirty-five hour per week position. Office hours for this position are from 8:00am until 4:00pm Monday through Friday but may be modified at the discretion of the management which will be communicated earlier to the employee.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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**Signature of Employee**

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**Date**

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**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resource/Personnel Director Signature**

\_\_\_\_\_  
**Date**

**DISCLAIMER**

The above describes nature and level of work assigned to this position and is not an exhaustive list. More detailed listings of duties inherent in this position may be outlined in supplemental documents (e.g. procedures).