



CATHOLIC DIOCESE OF SPOKANE

DIOCESAN ACCOUNTING MANAGER

The Catholic Diocese of Spokane seeks a full-time Accounting Manager responsible for overseeing and administering diocesan centralized accounting services. This position processes and maintains accuracy and timeliness of monthly diocesan and contracted corporations' accounting functions, oversee all fund drive accounting operations, and administers all diocesan sponsored insurance plans and retirement benefits. The successful candidate has a B.A. in Accounting from an accredited four-year college or university, five years of relevant industry experience, proficiency in Microsoft Office applications and database software, supervisory experience, and commitment to full-time presence in the Office of Fiscal Services; not-for-profit work experience is a plus.

The Catholic Diocese of Spokane serves 90,000 Catholics in 13 Eastern Washington Counties in 82 parishes, 16 schools, and a number of other ministries.

Spokane is an attractive place to live and work. It boasts a vibrant downtown, amazing walking trails, five ski resorts within 90 minutes of downtown, dozens of lakes within one hour, the spectacular beauty of Spokane Falls, five universities and two medical schools, over 50 microbreweries and wine tasting rooms, and a rich variety for every lifestyle, and an easy commute outlying areas.

TO APPLY:

Please e-mail these materials to [Victoria Loveland](#), HR Director (509) 358-7338:

- Letter of Interest
- Resume
- Names and Contact Information of three professional references

Review of applications begins April 8, 2019