



**Diocese
of Toledo**

Employment Opportunity
Accounting Manager
Diocese of Toledo | Finance Office

The Diocese of Toledo is searching for an **Accounting Manager** to provide leadership and support for the daily operations of the Finance Office. Reporting to the Controller, the Accounting Manager oversees key accounting functions, including monthly financial close, financial reporting, treasury functions, accounts payable and receivables and parish billings and collections. This position also provides financial expertise and support to Pastoral Center departments and diocesan parishes, schools and affiliated organizations.

Primary responsibilities include:

- Oversees and assists with daily Finance Office operations and supports diocesan entities and Pastoral Center departments in accounting, finance, budgeting and general business operations.
- Ensures the accurate and timely monthly closing of accounting records and prepares financial reporting and analysis to support organizational decision-making.
- Prepares and presents financial statements and other financial information to diocesan leadership, boards and committees and serves as back-up to the Controller as needed.
- Oversees treasury functions, including bank reconciliations, electronic banking and fund transfers, as well as parish billings and collections.
- Identifies opportunities to improve accounting processes through technology and automation while strengthening internal controls, procedures and documentation.
- Supervises and provides leadership to staff, including delegating responsibilities, providing coaching and training, setting goals and evaluating performance.

Candidates for the position must possess:

- Bachelor's degree in Accounting or a related field; CPA preferred.
- A minimum of three to five years of professional experience in accounting and fiscal operations, including supervisory experience; nonprofit accounting experience preferred.
- Thorough knowledge of accounting principles, financial reporting methodologies and accounting/general ledger systems.
- Ability to independently analyze financial information, prepare financial statements and communicate financial information clearly to both financial and non-financial audiences.
- Strong leadership and interpersonal skills, with a collaborative, service-oriented approach and demonstrated ability to lead, develop and hold staff accountable.
- Proficiency with technology and a desire to identify opportunities to improve financial processes through automation and more efficient systems.
- An appreciation for the mission of the Catholic Church and a desire to serve in a ministry environment in support of its parishes, schools, ministries and employees.

This is a full-time position with a comprehensive benefits package. Qualified candidates please submit cover letter, resume and salary expectations to: humanresources@toledodiocese.org