

**ARCHDIOCESE OF SANTA FE
4000 ST. JOSEPH'S PLACE N.W.
ALBUQUERQUE, NM 87120**

ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION TITLE: Audit Assistant
DEPARTMENT: Finance

DUTIES & RESPONSIBILITIES:

Assist in the preparation of internal audit reports; perform secretarial duties for the audit director and auditors. Assist in implementing financial and administrative policies and procedures at the parish/school level. The finance assistant is to be gracious, courteous, efficient and confidential in all dealings and situations.

QUALIFICATIONS:

A. Education/Work Experience/Skills and Personal Requirements

- Associates degree in accounting
- Solid praxis in theology and Roman Catholic traditions
- Three years of general bookkeeping experience
- Computer literate with Excel/Word and knowledge and experience with accounting software
- 10 key by touch
- Attention to detail and accuracy in accounting transactions
- Ability to project a professional, sincere and friendly manner
- Ability to organize, meet deadlines, and work under pressure
- Ability to work well with staff and supervisors
- Excellent written and verbal communication skills
- Demonstrated sensitivity to a multicultural church
- Understanding of and the ability to maintain confidentiality

SPECIFIC DUTIES:

1. In work situation and dealing with co-workers and public, adhere to the Mission Statement of the Catholic Center and follow policies and procedures of the Archdiocese and the Catholic Center.
2. Present educational, financial and administrative workshops to parishes/schools and their pastors, finance councils and administrative staff.
3. Assist auditors in reviewing internal control procedures at parishes and schools and monitor implementation of new procedures.
4. Assist auditors in performing high quality financial and administrative internal reviews of parishes and schools to provide better financial and operating efficiency, compliance and proper internal control procedures.
5. Handle confidential materials.
6. Assist the Audit Director and auditors as requested.
7. Attend all meetings related to the audit department as requested.
8. Attend outside workshop to stay current in accounting procedures.
9. Schedule all compliance reviews with parishes and schools.
10. Maintain three (3) year calendar for reviews.
11. Handle all correspondence from parishes and schools.
12. May be called upon, at the discretion of the immediate supervisor, to perform comparable duties of a similar or related nature or to assist in areas where the Catholic Center needs require.

PAY STEP: 7 **\$28,667 + excellent benefits package, 35 hour work week**

CONTACT: Director of Human Resources, 505-831-8130 or email at csalcido@archdiocesesantafe.org

POSTING DATE: April 9, 2008

CLOSING DATE: Open until filled.