

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

**ANNOUNCEMENT OF POSITION AVAILABILITY**

**POSITION TITLE:** Staff Auditor II

**DEPARTMENT:** Finance

**DUTIES & RESPONSIBILITIES:**

Under the supervision of the Director of Audits, assist in implementing financial and administrative policies and perform internal audits at the parish level to include related Archdiocesan entities. Travel throughout the Archdiocese required.

**QUALIFICATIONS:**

- BBA degree in accounting required
  - Solid praxis in theology and Roman Catholic traditions
  - One to two years of responsible experience in internal or external auditing
  - Knowledge of accepted accounting and financial procedures and proper internal audit functions and requirements.
  - Computer literate with knowledge of and experience with software for word processors, spreadsheets, payroll, General Ledger, and accounting software
  - Type 50 wpm; 10 key by touch
  - Excellent written and verbal communication skills
  - Excellent internal audit skills
  - Knowledge of Federal and State tax laws
  - Ability to project a professional, sincere and friendly manner
  - Ability to work well with staff and supervisors
  - Ability to work with various personalities
  - Ability to organize and work under pressure
  - 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 the public, adhere to the Mission statement of the Catholic Center and follow policies and procedures of the Archdiocese and Catholic Center.
2. Perform high quality financial and administrative internal reviews of parishes and schools to help provide better financial and operating efficiency, compliance, and proper internal control procedures.
3. Attend department meetings as requested.
4. Attend parish/school Finance Council meetings to review audit and answer questions.
5. Determine if parish/school is in compliance with Federal and State payroll tax laws and follow up on any pending issues..
6. Maintain an on going review of the Archdiocesan accounting policies and Administrative Manual to assist parish/school staff in job performance.
7. Attend outside workshop to stay current in accounting practices.
8. Present educational, financial, and administrative workshops to parishes and their pastors, finance councils, and administrative staff.

**PAY STEP: 9 (\$35,331 with full benefits package, 35 hour work week)**

**CONTACT: Director of Human Resources, 505-831-8130 or [Contact Us](mailto:ContactUs@archdiocesesantafe.org) (Cathly Salcido) at the HR website at <http://www.archdiocesesantafe.org/Offices/HROffice/HRPositions.html>**

**POSTING DATE: August 7, 2009**

**CLOSING DATE: Open until filled.**