



CATHOLIC CEMETERIES OF LONG ISLAND

POSITION TITLE: **Accounting Manager**

Primary Responsibilities:

- Oversee daily management of staff of four in general accounting duties and functions (G/L, A/P, A/R, fixed assets)
- Prepare monthly financials, and budget, variance and other financial reports
- Maintain and monitor a system and procedures of internal financial/accounting controls and compliance

Requirements:

- Bachelor's degree in finance or accounting; Master's degree in finance/accounting a plus
- Minimum 5+ years' experience directly managing an accounting department
- Not-for-profit finance/accounting and payroll experience a plus
- Experience with general ledger systems, accounts payable/receivable, fixed assets reporting, and thorough understanding of budgeting/accounting GAAP principles and practices
- General familiarity of Catholic faith and traditions a plus
- Strong proficiency in computer software

Please email Employment@CCLongIsland.org to request an application for employment.