

**INTERNAL AUDITOR AND COORDINATOR
OF PARISH & SCHOOL FINANCE**

Diocese of Lafayette

Position Title: <i>Internal Auditor and Coordinator of Parish & School Finance</i>	Immediate Supervisor: <i>Director of the Secretariat of Stewardship</i>
Position Status: <i>Exempt, Full-time Regular, Benefits Eligible</i>	(Regular) Work Schedule: <i>M-Th, 8:30 a.m. – 4:30 p.m.; Fri, 8:30 a.m. – 12 noon</i>

Position Summary:

The Internal Auditor and Coordinator of the Parish & School Finance Program for the Diocese of Lafayette is responsible for planning, executing and reporting of internal control procedures and assessments for the parishes and schools of the Diocese as well as other diocesan entities. Additionally, this individual creates and presents educational, procedural and informational courses and workshops in the areas of internal controls and accounting to advance the understanding and proficiency of diocesan, parish and school personnel, including priests, bookkeepers, and finance councils. This position also supervises and directs a staff that reviews the monthly bookkeeping entries of the parishes and schools of the diocese as well as provides assistance to bookkeepers on proper accounting and reporting to the diocese, and state and federal governments and agencies.

The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of day-to-day operations, with complete confidentiality, and must be a team player who will share and participate in the vision and goals of the Bishop and of the Diocese. The person in this position follows the established working hours of the Diocese of Lafayette Central Office and shall follow all diocesan and office policies, procedures, and regulations.

Essential Duties and Responsibilities:

- Manages the program of financial review of the parishes and schools in the diocese.
- Supports pastors and parish and school staff in the understanding of bookkeeping, budgeting and financial planning.
- Establishes and tests internal control procedures by conducting financial and internal control visits.
- Conducts and coordinates opportunities for continuing education of parish and school staff, and finance councils and committees, in matters of accounting through live courses and workshops, webinars, and other individualized sessions.
- Interacts with state and federal agencies in matters of financial relevance to parishes and schools.
- Understands fully all applicable employment law, including but not limited to payroll.
- Other duties as directed by the Bishop and/or the Director of the Secretariat of Stewardship.

Required Knowledge, Skills, and Abilities:

- Ability to maintain absolute confidentiality.
- Must maintain up-to-date personal certification for diocesan Safe Environment program.
- Proficient in current computer system(s), including but not limited to Word, Excel, Outlook and other software used to create designs and presentations.
- Advanced spreadsheet application skills.
- Strong organization, leadership and communications skills.
- Ability to work collaboratively and compassionately with other Central Office Directors and staff members, as well as clergy, lay personnel and volunteers throughout the Diocese.
- Ability to take initiative and to see projects through to completion.
- Minimum of Bachelor’s degree from an accredited university in Accounting.
- Minimum of five years related work experience, preferably as an auditor.
- Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE) designation a plus.

Job Conditions/Physical Demands: *(The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee in this position encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.)*

- While performing the duties of this job, employee is frequently required to sit, ambulate, talk and hear, and to perform repetitive motions of the fingers, hands and wrists.
- Specific seeing abilities include close vision, depth perception, and ability to adjust focus.
- Must be able to push, pull, lift, and carry items up to 10 pounds.
- Work is performed in an office setting.
- Occasional travel inside the Diocese that may require the use of personal vehicle, and therefore, proof of proper automobile insurance necessary and a valid driver's license.
- May be called upon to work beyond the regular work schedule on weekends, evenings or holidays.

I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Persons with disabilities may receive reasonable accommodations for performing the essential duties.

Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the Director of the Secretariat of Stewardship, in consultation with the Chancellor.