



Diocese of Southern Ohio

Position Title	Staff Accountant		
Department	Finance & Operations		
Location	Diocesan Office in Cincinnati, some remote work possible		
Date Reviewed	March 2026	Salary & Benefits	Begins at 30 hours/week, with potential for full-time after a 90-day review Medical, Dental, Vision, STD/LTD
Reporting Relationships	Direct: Controller		Indirect: Canon for Finance & Operations
Supervises	N/A		
Diocesan Background	<p>The Episcopal Diocese of Southern Ohio is a network of 70 congregations spanning the southern half of the state—from the major metropolitan centers of Cincinnati, Columbus, and Dayton to rural farmland in the west and the hills of Appalachia in the east. The diocesan seat is in downtown Cincinnati, where Christ Church Cathedral and the diocesan offices share a city block. Beyond its congregations, the diocese supports a wide range of ministries that extend its mission across the region.</p>		
Job Summary	<p>The Staff Accountant is a mid-level professional responsible for maintaining the organization’s financial records, ensuring regulatory compliance, and supporting the work of the broader finance team.</p> <p>This opportunity is a temp-to-hire role, working 30 hours per week, with full-time hire potential following an initial 90-day review period.</p>		

<p>Essential Functions and Responsibilities</p>	<ul style="list-style-type: none"> ● General Ledger Management: Recording and posting journal entries and maintaining accurate master documents of all financial transactions. ● Financial Reporting: Preparing essential financial statements, such as balance sheets, income statements, and cash flow reports. ● Account Reconciliation: Verifying that internal records match bank statements and credit card activities to identify and correct discrepancies. ● Audit Support: Providing documentation and schedules for external auditors and ensuring all tasks follow Generally Accepted Accounting Principles (GAAP). ● Budgeting & Analysis: Assisting with financial forecasting, variance analysis (comparing actual costs to budgets), and identifying cost-saving opportunities
<p>Qualifications</p>	<p>General Qualifications</p> <ul style="list-style-type: none"> ● Education: A bachelor’s degree in accounting, finance, or a related field ● Experience: 5-10 years’ accounting experience; preferably in non-profit industry ● Technical Skills: Proficiency in Excel (e.g., VLOOKUPs, pivot tables) and accounting software like QuickBooks, SAP, or NetSuite. ● Attention to Detail: The ability to spot numerical errors or inconsistencies in large datasets. ● Organization: Managing multiple deadlines and prioritizing tasks during high-pressure periods like audit season. <p>Job Specific Competencies</p> <ul style="list-style-type: none"> ● Accuracy and attention to details ● Willingness to adapt processes to changing business needs ● Ensure confidentiality of financial records ● Ability to follow instructions and work independently ● Accounting software experience ● Microsoft Office Suite and/or other software used to manage people and finances.

<p>Working Relationships</p>	<p>The Staff Accountant works with diocesan staff and members of the wider community (both within and external to the diocese) in the following ways:</p> <ul style="list-style-type: none"> - Resources around accounting and finance - Financial reporting support - Budget development support
<p>Physical Requirements/ Work Environment</p>	<p>Physical Requirements The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.</p> <p>Work Environment This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.</p> <p>Work Schedule The Staff Accountant will work primarily from the diocesan offices in downtown Cincinnati. In line with other staff schedules, Tuesdays are required office days and one day of remote work per week is available. This is a part-time position. Normal work schedule is 30 hours a week. During peak times hours may increase with prior authorization. Expected work days are Monday-Friday, and occasional evening, overnight or weekends may be required to meet the responsibilities of the position.</p> <p>TRAVEL REQUIRED Travel is not expected for this position.</p> <p>ACCOMODATIONS Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.</p>