

CCCSOC annual corporate budget and updating and analyzing forecasts throughout the year. In addition, throughout the year, specific grants and contract budgets will be developed.

4. **Quality Improvements** – The Manager will be responsible to develop and make recommendations, evaluate recommendations of others and implement agreed-upon solutions to improve internal accounting / operating controls and efficiencies. This responsibility will necessitate a close working relationship with both operating and other finance staff.
5. **Special Projects, as required by Senior Management** – The Manager will be asked to assist in other projects for CYO and CCCSOC and other entities, as assigned by the Director of Financial Operations, CCCS.

Significant Working Relationships:

Operating (primarily CYO and CCCSOC) entities, departments and staff, corporate departments (CFO, Human Resources, Compliance group and Controller's group) and contracting agencies.

Supervisory Responsibilities:

Yes X No How many people 1 Operational Accountant

Qualifications:

1. Good contract compliance and general ledger analysis experience with the ability to analyze financial data, prepare financial reports and pay attention to detail. Good skills in analyzing problems, and developing and implementing solutions (including written procedures). Ability to prioritize and complete tasks on a timely basis with minimal supervision in a fast paced environment
2. Good professional written and verbal interpersonal and communication skills - ability to relate and clearly communicate with operating management, financial staff and other departments.
3. This is normally acquired though a combination of an Accounting Degree in accounting at least four years related experience including submissions of vouchers and claims, especially for NYS agencies (CFR and deficit financing background a plus).
4. Strong computer skills with knowledge of Microsoft Office, and enterprise-wide accounting applications (Lawson Financials experience a plus).
5. Work requires a strong work ethic and exhibiting a sense of urgency in completion of tasks, willingness to work a flexible schedule, including evenings and occasional weekend work and a commitment to the mission of Catholic Charities.

Date: November 20, 2009