



Open Position

We are seeking exemplary candidates for **Senior Accountant / Assistant Controller**.

Compensation and Benefits

The annual salary range for this position is **\$100,000-\$120,000**.

Our benefits package for full-time positions includes 100% employer-paid medical, dental, and vision insurance premiums for employees and their dependents; a 403B retirement plan with a 5% employer contribution and up to 4% employer match; generous paid vacation and sick time; and 14 paid holidays a year, including your birthday.

Job Overview *(full job description provided upon request)*

The Senior Accountant / Assistant Controller is responsible for recording all financial transactions in accordance with Generally Accepted Accounting Principles (GAAP) including all cash receipts and disbursements, payroll, cash management, and all general ledger activities for both Grace Cathedral and The Ghiberti Foundation. The role requires a self-starter who is strategic and continuous improvement minded.

Working at Grace Cathedral

Grace Cathedral is the cathedral church of the Episcopal Diocese of California. Our mission is to re-imagine church with courage, joy, and wonder. We work to advance racial, gender, socioeconomic, environmental, and LGBTQ+ justice; celebrate diversity. Grace Cathedral is committed to anti-racism, and seeks candidates who will bring their unique experience to enrich our culture and organization. Reasonable accommodations will be provided to enable qualified individuals with disabilities to fulfill essential responsibilities of the position. There are ~40 full-time and ~30 part-time employees. For most positions, it is not required to belong to or practice a particular faith in order to work here, but everyone on our team is expected to be aligned with the vision and values of Grace Cathedral and contribute to achieving its strategic goals.

Requirements

- Bachelor's degree; MBA preferred; CPA preferred
- At least three years of related work including supervising others and process redesign experience
- Proficient with Microsoft Office Suite, Financial Edge, and Raisers Edge
- Strong spoken and written communication skills in English and strong relationship skills to work and interact courteously and respectfully with all staff, volunteers, trustees, congregation members, visitors, vendors, and space rental clients
- Exceptional judgment, discretion, attention to detail, work ethic, and commitment to excellence

- Essential functions of this position require the ability to sit and work at a computer desk for extended periods; focus on computer screens, spreadsheets, and fine print for extended periods; and lift and carry up to 20 pounds
- Fingerprint clearance through Department of Justice for Child Abuse Index Check and Criminal Record Statement required post offer

How to apply

Please email your cover letter and résumé to melisab@gracecathedral.org