

CATHOLIC DIOCESE OF SAGINAW

Position Description

TITLE: Accounting Assistant

DATE: November 2017

DEPARTMENT: Finance

SUPERVISOR: Controller

STATUS: Full Time, Non-Exempt, Hourly

I. GENERAL DESCRIPTION

All employees of the Diocese of Saginaw participate in the full mission of the church. Each, however, has a particular task that defines a unique role, always situated within the context of the Church's overall mission. The Accounting Assistant assists the Controller in the accounting function for the Diocese of Saginaw, the Inter-Parish Deposit and Loan Program, the Catholic Community Foundation of Mid-Michigan, the Diocese of Saginaw Catholic Cemeteries, and Little Books of the Diocese of Saginaw.

II. DUTIES AND RESPONSIBILITIES

Accounts Payable:

- Receives all requests for checks, including payment of accounts, professional fees, temporary and contracted services, travel costs, taxes, publicity, subscriptions, etc.
- Develops and maintains list of vendors
- Ensures that appropriate back-up or support and approval is provided to substantiate issuance of checks
- Checks accuracy of computation on invoices and statements
- Checks accuracy of coding on vouchers, including department, account, and project code numbers
- Assists and trains other departments as needed on voucher preparation, coding, and communication with vendors
- Reviews expense reports
- Enters invoice information in system and prints checks
- Obtains signatures on checks and forms
- Prepares checks for distribution
- Assists controller in cash management

Cash Receipts and Accounts Receivable:

- Receives and records cash and checks received for payment on accounts receivable and other sources
- Prepares daily deposit and delivers the deposit to the bank
- Develops and maintains accounts receivable customer list
- May initiate customer contact as needed for questions or on past-due accounts
- Prepares accounts receivable aging schedules for department heads to review and follow up on

General Ledger:

- Posts deposits and registrations to the general ledger
- Reconciles various accounts, such as prepaid postage, prepaid expenses, cash advances, suspense account, etc.
- Prepares and enters general journal entries as needed

Other:

- Processes ACH transactions for the Inter-Parish Deposit and Loan Program
- Obtains and maintains signature cards for the Inter-Parish Deposit and Loan Program
- Processes wire transactions as needed
- Performs other related duties as assigned by supervisor

III. COLLABORATIVE RELATIONSHIPS

- The Accounting Assistant is directly accountable and evaluated by the Controller
- Interfaces with internal departments to receive and disseminate information needed to process accounts payable and accounts receivable transactions
- Maintains solid working relationships with co-workers to assure the accurate and efficient processing of all financial data
- Develops and maintains working relationships with parish bookkeepers
- Develops and maintains working relationships with the Pastors, Pastoral Administrators, Priests, and Religious of the Diocese

IV. WORKING CONDITIONS

- Work is performed primarily in an office setting. The Accounting Assistant is required to do extensive close computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. Occasional evenings and weekends may be required. The employee may be required to lift up to 20 lbs.

V. SKILLS AND QUALIFICATIONS

- Knowledge and understanding of the Roman Catholic Church
- Associates degree or equivalent in accounting
- Minimum of two years of experience in accounting; knowledge of accounting principles, practices and procedures on accounting systems, and fund accounting
- Ability to work in a team setting and a desire to help others
- Ability to review the accuracy of reports from various sources
- Excellent organizational and computer skills
- Good interpersonal and communication skills
- Great attention to detail
- Ability to work efficiently despite workplace interruptions
- Valid driver's license required