

CATHOLIC DIOCESE OF SAGINAW
Job Description

TITLE: Accounting Assistant

Date: 12/04/2025

SUPERVISOR: Controller

STATUS: Full-Time, Hourly, Non-Exempt *(based on 40 hours per week)*

GENERAL DESCRIPTION

The Accounting Assistant supports the financial operations of the Catholic Diocese of Saginaw by performing a variety of routine and specialized accounting tasks. This position is responsible for processing accounts receivable, supporting the Inter-Parish Deposit and Loan Program, maintaining accurate donation and collection records, payroll preparation, and providing assistance with accounts payable. The role requires strong attention to detail, a high degree of confidentiality, and a commitment to supporting the mission and values of the Catholic Church.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **Accounts Receivable:**
 - Process incoming payments, prepare deposits, and record transactions in the accounting system.
 - Reconcile accounts receivable balances and assist with month-end reporting.
- **Inter-Parish Deposit and Loan Program:**
 - Process transactions, maintain account records, and assist with preparation of statements and reports.
 - Ensure accuracy and compliance with program policies and procedures.
- **Donation & Collection Recording:**
 - Record donations and special collections accurately and timely.
 - Prepare regular and ad-hoc reports for donors, diocesan leadership and parish stakeholders.
- **Payroll Preparation:**
 - Assist with payroll processing, including data entry, verification of hours, and maintaining accurate payroll records.
 - Ensure compliance with diocesan policies and applicable regulations.
 - Provide support in responding to employee payroll inquiries.
- **Accounts Payable Support:**
 - Assist with invoice entry, vendor communication, and payment processing.
 - Ensure proper documentation and adherence to internal controls.
- **General Accounting Support:**
 - Assist with reconciliations, journal entries, and financial reporting tasks.
 - Maintain organized electronic and physical files for audit and reference purposes.
 - Provide administrative and accounting support to the Finance Office as needed.
- **Other duties as assigned by supervisor.**

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Controller
- Maintain professional relationships with staff and volunteers

QUALIFICATIONS & SKILLS

Education: Associate degree in accounting, finance, or related field; or equivalent work experience.

Experience: One to two years of accounting or bookkeeping experience preferred.

Job Related Skills:

- Strong proficiency with accounting software and Microsoft Office applications, especially Excel.
- Excellent attention to detail, accuracy, and organizational skills.
- Strong communication and interpersonal skills.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- Hours of Work: Typical work schedule is during normal business hours; evening and weekend availability as needed.
- Nature of Work: Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____ Date: _____

Supervisor: _____ Date: _____