

DIOCESE OF LAFAYETTE, LOUISIANA
OFFICE OF ACCOUNTING
Job Description

Position Title: <i>Accounting Clerk</i>	Immediate Supervisor: <i>Financial Controller</i>
Position Status: <i>Non-exempt, Full-time Regular, Benefits Eligible</i>	(Regular) Work Schedule: <i>M-Th, 8:30 a.m. – 4:30 p.m.; Fri, 8:30 a.m. – 12 noon</i>

Position Summary: The primary function of the Accounting Clerk for the Diocese of Lafayette is accounts payable, which includes receiving, coding, processing, payment and monitoring all vendor invoices, expense reimbursements, and requests for payment. Additionally, this position will assist in accounting administrative tasks. This requires an in-depth knowledge of the chart of accounts and budgets of the Central Office of the Diocese as well as the Cooperative Deposit & Loan Program, Diocesan Healthcare Fund, Diocesan Property & Liability Insurance Fund, Priests' Welfare Trust, and the Catholic Foundation.

The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of day-to-day operations, with complete confidentiality. The Accounting Clerk must be a team player who will share and participate in the vision and goals of the Bishop and of the Diocese.

The person in this position follows the established working hours of the Diocese of Lafayette Central Office and shall follow all diocesan and office policies, procedures, and regulations.

Essential Duties and Responsibilities:

- Set up new vendors and maintain existing vendors including determining which vendors should provide Form W-9 and which receive annual Form 1099, 1099R, or 1099Misc and issuance thereof
- Establish and execute proper method of payment for each vendor including direct check, electronic funds transfer or wire transfer
- Receive vendor invoices, expense reimbursements and requests for payment, check for accuracy and proper approval, code according to chart of accounts and budget, key into accounting software, issue payment and create and import positive pay upload, mail payment and file supporting data
- Maintain and submit recurring payments to banking website for release by proper authority
- Research and correct coding errors and billing errors
- Prepare and post recurring journal entries as assigned
- Report and remit all National, International and Special Second Collections
- Assist in accounts receivable invoicing which includes preparing and processing invoices; researching and resolving billing questions and discrepancies; related reporting upon request
- Cross-train in other duties within the Office of Accounting
- Other duties as required by the Financial Controller and/or the Director of the Secretariat of Stewardship

Required Knowledge, Skills, and Abilities:

- Ability to maintain confidentiality
- Must maintain up-to-date personal certification for diocesan Safe Environment program
- Ability to work collaboratively and compassionately with other Central Office Directors and staff members, as well as clergy and lay personnel throughout the Diocese
- Proficient in current computer system(s), including but not limited to Word, Excel, Outlook with advanced spreadsheet application skills
- Microsoft Dynamics Nav (formerly Navision) accounting software program experience a plus
- Independent thinking and problem-solving, including investigation and dispute resolution

- Exceptional organizational skills, effective time management, ability to work within and meet deadlines consistently, multi-task while still paying close attention to detail, meticulous filing of records
- Ability to take initiative and to see projects through to completion.
- Three to five years of direct hands-on experience in Accounts Payable, Accounts Receivable, and Cash with working knowledge General Ledger and accepted accounting practices

Job Conditions/Physical Demands: *(The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- While performing the duties of this job, employee is frequently required to sit, ambulate, talk and hear, and occasionally to stand
- Specific seeing abilities include close vision, depth perception, and ability to adjust focus
- Must be able to push, pull, lift, and carry items up to 10 pounds
- Work is performed in an office setting
- May be called upon to work beyond the regular work schedule on weekends, evenings or holidays

I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Persons with disabilities may receive reasonable accommodations for performing the essential duties.

Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the Secretariat Director, in consultation with the Chancellor.

SIGNATURES:

Employee: _____ DATE: _____

Immediate Supervisor: _____ DATE: _____

Secretariat Director: _____ DATE: _____