## Catholic Funeral and Cemetery Services Of the Diocese of Sacramento (CFCS) JOB DESCRIPTION

Dept: Catholic Funeral & Cemetery Services (CFCS)

Position: Accounting Clerk
Classification: Non- Exempt
Schedule: Full Time

Reports To: Senior Accountant or Controller of CFCS, Inc.

**Essential Functions:** As a practicing Catholic and member of the staff of CFCS, under the supervision of the Senior Accountant or Controller, the Accounting Clerk shall:

- Perform accounting functions to include accounts payable and accounts receivable processing, assist in the preparation of journal entries and General Ledger maintenance, analysis, and reporting.
- Perform collection activities for accounts receivable (AR) accounts and be able to discuss payment options with families.
- Process Accounts Payable (AP) invoices and payments in a timely manner, interact professionally with vendors, research and resolve discrepancies as needed.
- Participate in processing all transactions and serve as liaison between cemetery operating personnel and accounting.
- Match deposits between system entries and bank transactions.
- Prepare data entry batches.
- Serve as back up for accounts receivable and accounts payable staff, taking accountability for the functions when other staff are away from the office.
- Perform special project functions as required.
- Perform other tasks and/or other projects as assigned.

## **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree in accounting or finance.

**Experience**: 1-3 years experience in Accounts Payable, Accounts Receivable, or the full accounting cycle and working across various department functions to achieve results.

**Skills / Knowledge:** The Church's mission in the Diocese of Sacramento; current GAAP knowledge; must be highly proficient with Excel and Word. Experience with Great Plains or Sage 300 a plus. Demonstrated good communication skills: both oral and written.

I have read, understand, and agree to	the duties and requirements	set forth in this job	description.
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Employee's Signature	Date	Supervisor's Signature	Date