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.

_____   _____

Employee's Signature   **Date**   **Supervisor's Signature**   **Date**