

## Diocese of Sacramento JOB DESCRIPTION

|                        |                                                          |
|------------------------|----------------------------------------------------------|
| <b>Dept:</b>           | <b>Finance</b>                                           |
| <b>Position:</b>       | <b>Accounts Payable / Accounts Receivable Accountant</b> |
| <b>Classification:</b> | <b>Non-Exempt</b>                                        |
| <b>Schedule:</b>       | <b>Full Time</b>                                         |

**Reports To:** Controller

**Essential Functions:** As a member of the staff of the Finance Office and under the supervision of the Controller, the A/P – A/R Accountant shall for the Central Administrative Offices of the Diocese:

- Ensure that all payables are properly approved and recorded
- Enter payable invoices into accounting system; match checks to invoices for signing; process signed checks and mail for multiple companies
- Monitor cash balances
- Serve as liaison between Finance Office and pastors, department directors, and public/private sectors with respect to accounts payable
- Analyze all accounts payable and prepare adjusting entries as required
- Prepare year-end 1099's
- File paid invoices paid invoices and canceled checks
- Organize and maintain files and records.
- Process all Accounts receivable for multiple companies, code, prepare bank deposits, and prepare detailed cash receipts report
- Update Pension schedule monthly
- Perform special project functions, as required

### **MINIMUM QUALIFICATIONS:**

**Education:** A.A. degree with emphasis in accounting, related field or equivalent work experience.

**Experience:** A minimum of three years of experience with accounts payable and receivable.

**Skills / Knowledge:** The Church's mission in the Diocese of Sacramento. Knowledge of GAAP; practical experience with accounts receivable, accounts payable, and general ledger accounting. Proficiency with Excel, Word, and computerized accounting software. Demonstrated good communication skills: both oral and written. Ability to work well with employees and public.

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**Employee's Signature**

**Date**

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**Supervisor's Signature**

**Date**