



Job Title: Accounting Assistant
Location: Pastoral Center
Reports To: Comptroller
FLSA Status: Full Time or Part Time / Hourly
Last Revised: 2026

Summary:

The Accounting Assistant reports to the Comptroller and is primarily responsible for the accurate and timely processing of all outgoing payments and incoming receipts. This role ensures meticulous financial recordkeeping, strict adherence to internal controls, and responsible stewardship of diocesan resources through the management of accounts payable and receivable.

Duties & Responsibilities:

Accounts Payable (Disbursements)

- Process all vendor invoices, clergy reimbursements, and ministry expenses.
- Verify that all requests have proper authorization and supporting documentation prior to payment.
- Prepare and execute checks or electronic payments in a timely manner to maintain good vendor relations.
- Maintain comprehensive vendor files, including up-to-date W-9 documentation.
- Provide essential support for annual 1099 preparation and reporting.
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Accounts Receivable & Deposits

- Record all parish and diocesan income, including offertory collections, donations, tuition, fees, and fundraising proceeds.
- Execute internal control procedures for counting, logging, and depositing Sunday and special collections.
- Monitor outstanding receivables and perform necessary follow-up to ensure timely collection.
- Track donor contributions and assist with the generation of contribution statements and acknowledgments.

Transaction Reconciliation & Compliance

- Reconcile bank accounts, investment accounts, and credit card statements monthly to ensure transaction accuracy.
- Investigate and resolve any payment or deposit discrepancies promptly.
- Maintain organized digital and paper files for all transactions to support annual audits and reviews.
- Strictly follow diocesan financial policies regarding the segregation of duties and documentation standards.

Qualifications & Requirements:

- **Education:** Associate's or Bachelor's degree in Accounting, Finance, or Business Administration preferred.
- **Experience:** 1–3 years of experience specifically focused on Accounts Payable and Accounts Receivable; nonprofit experience is a plus.
- **Technical Skills:** Proficient in Microsoft Office, with strong competency in Excel and accounting software.
- **Core Competencies:**
 - High level of integrity, honesty, and discretion when handling sensitive financial data.
 - Strong attention to detail and accuracy in data entry.
 - Ability to manage high-volume transactional tasks and meet strict deadlines.
 - Excellent organizational and communication skills for professional interaction with vendors and staff.