

**Accounts Payable Coordinator  
Archdiocese of Galveston-Houston  
1700 San Jacinto  
Houston, TX 77002**

**Summary:**

The Archdiocese of Galveston-Houston seeks a detail-oriented and mission-driven professional to serve as the Accounts Payable Coordinator within the Chancery Accounting Department. As one of the largest and most diverse Catholic Archdioceses in the United States, the Archdiocese provides essential pastoral, administrative, and financial support to its parishes, schools, and ministries. The Chancery Accounting Department plays a vital role in ensuring responsible stewardship of the financial resources that sustain the Archdiocese's mission and operations.

The Accounts Payable Coordinator is an integral member of the Accounts Payable team, responsible for a wide range of accounting and clerical duties that support the accurate, timely, and efficient processing of payables for the Archdiocese and the Chancery. This position requires strong attention to detail, professionalism, the ability to remain focused in a fast-paced and high-volume environment, and a firm commitment to confidentiality. Working collaboratively with the department, the Coordinator helps maintain financial integrity and supports the Archdiocese's commitment to faithful service and prudent stewardship.

**Position Responsibilities**

- Ensure that all payments made through accounts payable are valid requests with the proper coding, approvals and supporting documentation.
- Propose journal entries that are needed for corrections
- Communicate with vendors and/or other chancery departments regarding payment processing
- Manage accounts payable records
- Review and verify invoices and check requests
- Sort, code and match invoices
- Set invoices up for payment
- Enter and upload invoices into system
- Track expenses and process expense reports
- Reconcile accounts payable transactions
- Monitor accounts to ensure payments are up to date
- Research and resolve invoice discrepancies and issues
- Maintain vendor files
- Correspond with vendors and respond to inquiries
- Provide supporting documentation for audits

**Education and Experience**

High School Diploma with some college preferred and a minimum of 2-5 years accounts payable or general accounting experience.

### **Knowledge Skills and Abilities**

- Knowledge of accounts payable
- Knowledge of general accounting procedures
- Proficient in data entry and management
- High degree of accuracy and attention to detail
- Knowledge of relevant accounting software
- Excellent computer skills, including a working knowledge of Microsoft Excel and Word
- Able to organize and prioritize
- Efficient attention to detail and accuracy
- Confidentiality, discretion and judgement
- Written and oral communication skills
- Information management skills
- Problem-solving skills
- Team work
- Able to meet deadlines

Suitable candidates should email resumes with salary requirement to [resume@archgh.org](mailto:resume@archgh.org) with Accounts Payable Coordinator on the subject line.