

Accounts Payable – Part Time Position

Under the direct supervision of the Business Manager responsible to perform varied functions and duties related to the payment of invoices and maintenance of payables along with various office duties and responsibilities.

DUTIES AND RESPONSIBILITIES

Entry of Cash Receipts – daily

Receive, sort, and file for payment all invoices and regular monthly expenses

Prepare, code, enter, and post all payables into accounting system

Regular and timely payment and filing of all invoices and monthly expenses

Record on spreadsheet and monitor all utility expenses

Work with Business Manager on budgets/financial statements for monthly Finance Council Meetings.

Answers phone as needed

Assists with bulletin preparation as needed.

Performs all other related duties as assigned.

QUALIFICATIONS

Previous Accounts Payable experience

Computer keyboard experience, especially with “Office” components

Ability to work with other office personnel and interface with business and parishioners on a professional basis