



Diocese of Laredo Job Announcement

Posting Date: June 18, 2024

Application Deadline: Until Filled

Position: Accounting Clerk		FLSA Status: Non-Exempt	
Minimum Requirements: A high school diploma or equivalency 1-year office/bookkeeping/accounting experience. Computer literacy, including use of Microsoft products. Experience with QuickBooks. Proven accounting experience, preferably as an <u>Accounts Receivable Clerk</u> or <u>Accounts Payable Clerk</u>			
Start Date: Immediate		Location: Calvary Catholic Cemetery	
Position Status: Full-Time (40 hours)		Work Schedule: Mon-Fri., evening and weekend work, as needed	

Position Summary:

The Accounting Clerk will perform a variety of accounting, bookkeeping and financial tasks. Accounting Clerk responsibilities include, but are not limited to, keeping financial records updated, preparing reports and reconciling bank statements. Run accounting software programs (e.g. QuickBooks) to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Provide accounting and clerical support.
- Assist with the data entry of accounts receivable and payable invoices.
- Assist accounting with special projects.
- Assist with reconciling credit card transactions.
- Processing of bank deposits, retrieval and processing of incoming mail, general ledger postings and statements.
- Assist with general office duties including making copies, scanning documents, faxing, and mailing.
- Assist with monthly reconciliations.
- Daily enter key data of financial transactions in database.
- Function in accordance with established standards, procedures and applicable laws.
- Invoicing/Accounts Receivable.
- Accounts Payable.
- Purchasing.
- Filing. Maintain files and records so they remain updated and easily accessible.
- Posting financial transactions using appropriate computer software.
- Receiving and recording vouchers, cash and checks.
- Entering debits and credits into software applications and databases accurately.
- Producing a variety of reports including income statements and balance sheets.
- Checking for accuracy in reports, figures and postings.
- Reconciling and reporting any discrepancies found in the records.

Additional Skills, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Proficiency with computer and office equipment.

Resumes are Not Accepted. Employment Application is required for consideration.

For Employment Application, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St. * Laredo, Texas-78043 * (956) 764-7867

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!