

Diocese of Sacramento

JOB DESCRIPTION

Dept:	Schools
Position:	Shared Services Accounting Clerk
Classification:	Non-Exempt
Schedule:	Full Time

Reports To: Shared Services Accounting Manager

Essential Functions: As a member of the staff of the School Department and under the supervision of the Shared Services Accounting Manager, the Accounting Clerk is responsible for the following tasks:

Tuition Management

- Record cash receipts in the general ledger using information from the FACTS tuition management system, which also serves as each school's accounts receivable subsidiary ledger
- Assist schools in maintenance of the FACTS tuition management system
- Prepare updates for principal of uncollected accounts receivable
- Perform month-end accounts receivable and tuition revenue reconciliation procedures
- Maintain master tuition schedule for each school and confirm that students in the SchoolSpeak information system are also in the FACTS tuition management system

Accounts Payable

- Process vendor invoices and prepare checks for principal signature
- Facilitate mailing of vendor invoices and checks to and from schools
- Perform month-end reconciliation procedures as needed
- Prepare annual Form 1099 for vendors

Payroll and Benefits

- Obtain and gather applicable payroll information (e.g., time sheets, teacher contracts, etc.)
- Calculate employee benefit withholdings for payroll processing
- Compute wages and withholdings and process payroll through ADP and enter into accounting software
- Communicate employee benefit options to principals for distribution to school employees and assist with annual employee benefit elections
- Entry of monthly benefit billings from RETA Trust and review of billings for accuracy.

General Ledger and Financial Statements

- Prepare monthly journal entries using the accrual method of accounting
- Reconcile bank accounts and other general ledger accounts on a near daily basis
- Assist the Shared Services Accounting Manager in the preparation of monthly financial statements (e.g., income statement, balance sheet, forecast) for distribution to stakeholders
- Assist the Shared Services Accounting Manager in the preparation of each school's annual budget

General Responsibilities:

- Communicates professionally and in a timely manner
- May need to periodically travel to schools
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes financial and other background checks as well as Safe Environment training

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree with emphasis in business preferred

Experience: Experience in accounts receivable, accounts payable, payroll and accounting software preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church required
- Service oriented individual willing to assist school personnel with limited financial experience
- Willing to learn and gain proficiency with web-based accounting software
- Proficiency in Excel and Microsoft Word
- Exhibits ability to meet deadlines and manage multiple responsibilities
- Demonstrates excellent written and verbal communication skills