



## **Accounting Clerk / Office Assistant**

### Position Description:

#### I. IDENTIFYING INFORMATION:

Status:        \_\_\_ Full-time    \_\_\_ Part-time  
                  \_\_\_ 10 month   \_\_\_ 12 month  
                  \_\_\_ Exempt     X Non-Exempt    \_\_\_ Volunteer

#### II. POSITION PURPOSE:

The Accounting Clerk position is responsible for aiding and supporting the delivery of services and programs by providing a variety of routine clerical services.

TYPICAL JOB RESPONSIBILITIES may include:

1. Answers incoming calls and forwards appropriately.
2. Receives visitors.
3. Prepares labels and envelopes for mailings.
4. Assists with photo copying or duplicating of materials as requested.
5. Assists with preparation of meeting rooms.
6. Picks up and delivers staff mail.
7. Assists with maintenance of files.
8. Performs entry of data into computer files.
9. May order office supplies as requested.
10. May issue receipts for revenue.
11. Performs bookkeeping duties or assists bookkeeper as needed.
  - a. Accounts payable
  - b. Accounts receivable
  - c. Payroll
  - d. General Ledger

#### III. QUALIFICATIONS:

1. High school diploma or equivalent required.
2. 1-2 years of office, secretarial and word processing experience desirable.
3. Ability to relate well with people by phone and in person.

4. Proficiency in Microsoft office suite and accounting software programs required.

#### IV. PHYSICAL DEMANDS/ WORK ENVIRONMENT:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear and occasionally required to climb stairs; balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is not exposed to weather conditions.

#### V. WORKING SITUATIONS:

Requires some variable hours and on call response after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events or the ability to arrange coverage. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers, after mass functions, etc. Local travel for business purposes and occasional overnight travel for parish training, etc may also be required.

#### **Employee's Acknowledgment and Acceptance:**

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In these times of great change, ministry takes many forms and goes many directions. All positions at the parish must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date