



**Diocese of Laredo
Job Announcement**

Posting Date: February 21, 2020

Application Deadline: Until Filled

Position: Accounting Clerk		FLSA Status: Non-Exempt	
Minimum Requirements: A high school diploma or equivalency. Must have one year of experience in the area of accounts payable/accounts receivable. User knowledge and experience in using accounting software, preferably QuickBooks and AccuFund.			
Start Date: Immediate		Location: Catholic Charities	
Position Status: Full-Time (30 hours)		Work Schedule: Mon-Fri., and as needed	

Position Summary:

The Accounts Receivable/Accounts Payable Clerk is responsible for ensuring the accurate and timely processing of accounts receivables and accounts payable.

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

- Maintain accounts receivable, accounts payable and deposits journal.
- Maintain files of documentation relating to accounts receivable and accounts payable and deposits.
- Under direction of Executive Director, assist in preparing of billings, deposits and request for checks.
- Prepare accounts receivable and accounts payable statements for various billing categories.
- Accounts receivable, accounts payable and deposits monthly reports for Executive Director’s review.
- Assist Executive Director with reconciliations between deposit file and customer files.
- Assist with external audit.
- Assist Executive Director with preparation of budget spreadsheets format.
- Generate purchase orders and request for checks.
- General Journal Entries for all departments.

Additional Requirements, 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.
- Must be able to lift and carry up to 20 lbs.

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!