



# Diocese of Laredo Job Announcement

Posting Date: February 20, 2020

Application Deadline: Until Filled

<b>Position:</b> Accounting Clerk		<b>FLSA Status:</b> Non-Exempt	
<b>Minimum Requirements:</b> A high school diploma or equivalency. Must have experience in the area of purchasing, including some experience in maintaining inventory of fixed assets. Must have knowledge in automated General Ledger maintenance and functions. Knowledge in accounting software, preferably QuickBooks and AccuFund. Experience using Microsoft Office. Must be able to lift and carry up to 20 lbs.			
<b>Start Date:</b> Immediate		<b>Location:</b> Chancery	
<b>Position Status:</b> Full-Time (40 hours)		<b>Work Schedule:</b> Mon-Fri., evening and weekend work, as needed	

### Position Summary:

The Accounting Clerk is responsible for the overall purchasing functions of the diocese. Responsibilities include inventory maintenance of fixed assets, cash receipts and G/L maintenance for accounts receivable, assists with Deposit and Loan accounts and other duties as assigned.

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

- Receives purchase requisitions
- Reviews account coding and completeness of purchase requisitions
- Purchases merchandise as approved
- Maintains purchasing files
- Receives and sorts merchandise by ordering department and picks up merchandise as needed
- Responsible for ordering stock supplies, equipment upkeep, and inventory for department
- Maintains computer equipment check-out logs
- Responsible to pick up mail at Post Office and takes deposits to bank institution(s)
- Maintains Inter-fund Deposit Log and records transactions accordingly
- Assists with cash receipts from departments and accounts for funds as depicted on deposit ticket
- Enters in accounting system cash receipts as per deposit ticket
- Assists as needed in Accounts Payable to include disbursements and receipts

### 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.

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

For Employment Application, visit [www.dioceseoflaredo.org](http://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!***