

**CATHOLIC CEMETERIES ASSOCIATION
ANNOUNCEMENT OF POSITION AVAILABILITY**

TITLE: Finance II – Accountant
DIVISION: Catholic Cemeteries
IMMEDIATE SUPERVISOR: CCA Business Manager
STAFF SUPERVISED: None
STATUS: Non-Exempt - Part-Time (30 hour work week)
WORK CONDITIONS: Lifting of light office equipment and materials, not to exceed 35 lbs.; normal office environment; some overtime required; travel to all cemeteries required.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

Performs all operational duties related to the processing and accounting of daily records from cemeteries. Process Account Payables, and other duties as requested by the Business Manager. The Accountant is to be gracious, courteous, accurate, efficient, timely and confidential in all dealings and situations.

QUALIFICATIONS:

- Bachelor’s degree in accounting preferred;
- Three to five years of general accounting experience
- Understanding of generally accepted accounting transactions
- Computer literate with Excel/ Word and knowledge and experience with accounting software
- 10 key by touch
- Attention to detail and accuracy in accounting transactions
- Ability to project a professional, sincere and friendly manner
- Ability to work well with staff and supervisors
- Ability to organize, work under pressure and meet deadlines
- Excellent written and verbal communication skills
- Demonstrated sensitivity to a multicultural church
- Understanding of and the ability to maintain confidentiality

SPECIFIC DUTIES:

- 1 Process all Accounts Payable Invoices through Microix Software on a weekly basis
- 2 Accurately reconcile A/P statements on a monthly basis
- 3 Generate A/P Checks bi-weekly
- 4 Generate and Upload Positive Pay report to bank after every check run
- 5 Annually, generate 1099’s and mail in accordance with IRS imposed deadlines.
- 6 Reconcile Investment accounts monthly
- 7 Generate and enter monthly Journal Entries
- 8 Reconcile Credit Cards to Nexus Software and bank statement every month
- 9 Accurately Reconcile bank accounts every month
- 10 Accurately Process Payroll bi-weekly, prepare transfer requisition bank, download all reports, biweekly.
- 11 Process 403(b) contributions bi-weekly, prepare spreadsheet of contributions and employer match, bi-weekly
- 12 Provide assistance and support to Cemetery staff as needed (Accounting, Contracts, NEXUS Software).

PAY STEP: 5 (\$28,641.60 + excellent benefits package)
CONTACT: Business Manager, 505-831-8240 or email dwehling@archdiosf.org
POSTING DATE: August 18, 2020
CLOSING DATE: until filled