

## CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

**TITLE:** Accounts Payable (A/P) Technician  
**DEPARTMENT:** Administration  
**STATUS:** Full-time / hourly / non-exempt  
**SUPERVISED BY:** Finance Director

**JOB SUMMARY:** This position is responsible for all aspects of accounts payable, including purchase orders, employee reimbursements, and vendor payments for both CSS and the Archdiocese. The position may assist in conducting other accounting support functions to be determined and assigned by the Finance Director.

### **QUALIFICATIONS:**

**Personal:** Must be able to maintain program/guest/agency confidentiality, and treat each individual with dignity and respect. Must be a team player, demonstrate motivation, and exercise discretion and dependability.

**Education/Experience:** AA. and a minimum of 2 years accounting experience. Must be proficient in Microsoft applications and general accounting software.

OR

5 years experience in general accounting.

Preferred: Experience with American Fund Ware.

**Skills:** Must be able to communicate clearly and professionally (orally and in writing) with employees and agency management. Must adhere to business profession code of ethics, be well organized, support overall mission and direction of the agency, and function well under stressful conditions.

**Physical Requirements:** ability to work at computer terminal for long periods of time.

**Other Requirements:** regular and reliable attendance. Must pass accounting accuracy test.

**Training Requirements:** Agency and department orientation.

### **RESPONSIBILITIES:**

#### **Accounts Payable**

1. Receive billings related to CSS and the Archdiocese and process them for payment.
2. Produce and maintain accounts payable related reports and vendor files.
3. Maintain the credit card accounts for each agency, which includes opening and closing individual card accounts and reconciling monthly statements.
4. Prepare bank deposits for all bank accounts CSS is responsible for.
5. Maintain individual bank accounts for CSS, HUGSS custodial fund, and representative payee clients using Quicken Software program.

#### **General**

1. Support agency activities and events as required.
2. Attend meetings as requested.
3. Review files to ensure all necessary information and documentation essential to establish a complete audit trail for financial accountability is available.
4. Research, organize, and prepare appropriate documentation.

Accounting Specialist

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5. Other duties as assigned.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_