

The Diocese of Providence is currently seeking a part time Accounting Clerk. This position provides accounting and clerical support to Fiscal Office staff. This position is 28 hours per week with a flexible schedule.

DUTIES AND RESPONSIBILITIES:

ACCOUNTS PAYABLE:

- Prepare and enter invoices into accounting software
- Sort and match invoices to accounts payable checks
- Mail checks
- Research and respond to vendor and department inquiries
- Review overbudget reports and make necessary journal entries
- Process new vendor requests

CASH RECEIPTS:

- Prepare and scan bank deposits for multiple companies
- Apply cash receipts to customer accounts
- Research and resolve payment discrepancies
- Match credit memos to outstanding invoices

GENERAL ACCOUNTING SUPPORT:

- Assist with Accounts Receivable mailings
- Enter journal entries into general ledger system
- Research, track and resolve accounting problems and discrepancies
- Maintain accounting records by making copies, filing documents

QUALIFICATIONS AND REQUIREMENTS:

- Associates degree in Accounting and/or 2+ years of relevant experience
- Accuracy and attention to detail a must
- Strong organizational skills
- Effective communication skills
- Experience using Microsoft Excel and automated accounting software

Please submit resumes and letters of interest to:

**Diocese of Providence
Fiscal Office
Attn. Julie Wilcox
One Cathedral Square
Providence, RI 02903**

Or, via email at:

jwilcox@dioceseofprovidence.org