

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Staff Accountant I

EFFECTIVE DATE: 11/2024

DEPARTMENT: Financial Services

POSITION SUMMARY:

The primary function of this position is data entry related to cash receipts and cash disbursements. Therefore, this position will require knowledge of or the ability to learn how to navigate, edit and report using Sage Intacct accounting system as well as strong organizational skills, attention to detail and ability to develop and follow process consistently. Secondly this position is a support position for the pastoral center, parishes, vendors and customers and therefore, requires excellent communication skills. The position also, supports the finance department with administrative needs as requested. Currently, this position is also responsible for the operation, programming and maintenance of the Matrix Security System.

CREDENTIALS & EXPERIENCE:

Associate Degree in Accounting or equivalent with knowledge of Microsoft Office Products; knowledge of Sage Intacct accounting system a plus.

REPORTS TO:

Works under the direction of the Assistant Controller – General Accounting.

DUTIES & RESPONSIBILITIES:

- 1.* Opens, sorts and delivers mail daily.
- 2.* Cash receipts and accounts receivable deposit daily.
- 3.* Review check requests and convert to accounts payable daily.
- 4.* Maintain vendor file in Sage Intacct.
- 5.* Maintain customer file in Sage Intacct.
- 6.* Weekly remit accounts payable (check/ACH).
- 7.* Files related paperwork daily.
- 8.* Maintain supply of check stock, special printer ink, and deposit slips.
- 9.* Maintain check scanner.
- 10.* Assists with the maintenance of deposit accounts (green certificates).
- 11.* Cross train/provide backup for assistant controller.
- 12.* Responds to questions from employees, parishes and vendors regarding payments and cash receipts.
- 13.* Maintains Matrix Security system including monitoring/troubleshooting for system issues, maintaining related supplies (order badges), edit system as needed for new holiday schedules or other, run event reports upon request and create photo ID badges for employees adding to the system.
14. Other duties as assigned.

SUPERVISION RECEIVED:

Works under the direction of the Assistant Controller - General Accounting.

SUPERVISION EXERCISED: N/A

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:

Hourly 7 hours per day 35 hours per week
260 Days 12 months

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date