



JOB DESCRIPTION

Diocese of Fall River

JOB TITLE: Finance Clerk

SUMMARY: The Chancery Office of the Roman Catholic Diocese of Fall River is seeking a Finance Clerk to properly maintain our payable and receivable information and assist in clerical duties as needed by the Finance Office. The position will report to the Finance Office Accounting Manager and will be located at the Chancery offices in Fall River.

JOB RESPONSIBILITIES:

- Analyze invoices and assign payments to proper accounts and cost centers
- Process checks and mail checks to vendors
- Work with vendors to resolve past due invoices
- Maintain petty cash account and log all outgoing disbursements
- Post daily deposits
- Process incoming mail related to billing and payables
- Initiate collections on past-due accounts
- Maintain accounting ledgers
- Provide administrative assistance, such as filing, scanning, mailing, etc.
- Provide support as needed for any external auditors
- Other duties as may be assigned

QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or management preferred but not required
- Strong communication skills and ability to work with a diverse range of associates
- Strong Microsoft Office skills
- Proficient with Financial Edge or similar accounting platforms
- Demonstrated awareness and support of the Catholic Church and its traditions
- Self-motivated individual able to work as part of a team or independently as necessary
- Flexible and able to respond to change, including shifting role as necessary in response to need

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Michelle Bertoldi, Human Resources Manager
E-mail: mbertoldi@dioc-fr.org; Confidential Fax: (508) 689-7920;
Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.

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