



Erase your old image of working for “The Church.” **The Diocese of Fall River** is seeking a Finance Clerk to join our team at the Chancery Office in Fall River, MA. We are seeking a self-motivated and team-orientated individual of high integrity who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth!”

**The Diocese of Fall River** is standing on the threshold of a life-changing chapter in its 115-year history and we are looking for someone who is driven to be an integral part of this exciting team. The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 120 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 80 parishes and 11 mission churches.

The Finance Clerk is responsible 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 Director of Finance.

#### **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
- Create monthly bills to be mailed to our entities
- Resolve all billing questions and issues
- 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

#### **QUALIFICATIONS:**

- Bachelor’s degree in accounting or finance preferred but not required
- Strong communication skills and ability to work with a diverse range of associates
- Strong attention to detail
- Strong Microsoft Office skills
- Proficient with Financial Edge or similar accounting platforms
- Proficient with QuickBooks
- 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: Jennifer Oliveira, Human Resources Manager; Confidential Fax: (508) 672-3802; Email: [Joliveira@dioc-fr.org](mailto:Joliveira@dioc-fr.org); Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720

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