



JOB DESCRIPTION

Position: Accounts Payable Clerk
Location: Catholic Funeral and Cemetery Services
Position Status: Full-Time
Schedule: Monday-Friday 8:30 AM – 5:00 PM
Category: Non-Exempt
Pay Rate: \$20.00 - \$25.00 per hour

Supervisor: Reports to Senior Accountant or Controller of CFCS, Inc.

Catholic Funeral & Cemetery Services of the Diocese of Sacramento, Inc. (CFCS) is committed to serving all members of the Diocese of Sacramento in a dignified and compassionate manner. We strive to live up to our mission by being an open resource and providing exemplary service. Employees of CFCS are expected to act in accordance with the values and goals of the Diocese of Sacramento.

Job Summary: As a practicing Catholic and member of the staff of CFCS, under the supervision of the Senior Accountant or Controller, the Accounts Payable Clerk shall coordinate all activities relating to payment of all products and services purchased by to CFCS.

Essential Functions:

1. Daily processing of invoices, credit memos, and ACH payments for all CFCS locations.
2. Monitor the workflow through the accounts payable invoice system, managing the assignment, the approval, and the processing of all invoices.
3. Prepare all system and manual checks as needed.
4. Prepare location checks daily.
5. Setting up and maintaining vendors; keeping an open communication to ensure timely payments. Maintain all 1099 vendors
6. Maintain logs and initiate invoices on monthly/annual routine payments.
7. Process employee reimbursements
8. Assist in A/R payment decline calls.
9. Serve as back up for accounts receivable staff, taking accountability for the function when other staff are away from the office or assistance is required.



10. Perform special project functions as required.
11. Perform other tasks and/or projects as assigned.

MINIMUM QUALIFICATIONS:

Education: High School Diploma

Experience: 2-5 years' experience in Accounts Payable or general ledger accounting

Skills / Knowledge: The Church's mission in the Diocese of Sacramento; current GAAP knowledge; must be proficient with Excel and Word. Professional communication skills: both oral and written.

Preferred:

- Experience with Microsoft Dynamics GP or Sage 300, or other accounting systems.
- Associates or bachelor's degree in accounting, finance, or business management.
- Spanish Speaking (a plus)

Physical Requirements:

1. Involves sitting, standing, and walking, plus some occasionally exert up to 20 pounds of force to move objects.
2. Physical agility required moving downward and/or forward by bending legs and spine.
3. Physical ability to sustain movements, especially of the fingers, wrists hands and/or arms.
4. Ability to express or exchange information by means of the spoken or written word.

CFCS & Catholic Funeral and Cemetery Services reserves the right to amend this job description at its discretion. A revised job description supersedes all previous job descriptions for the position as a condition for employment. Job description will be duly distributed as revised.

I have read, understand, and agree to the duties and requirements set forth in this job description.