

Title: Bookkeeper/ Accounts Payable Specialist**Department: Elder Affairs/ 20 hrs. & Finance 17.5 hrs.****Hours Worked: 37.5 hours per week.**

Reports to: Elder Affairs Program Director and Finance Director

Supervises: None.

FLSA Status: Non-Exempt

Summary:

At Catholic Charities we rely on meticulous financial system to drive our organization. This position combines the Bookkeeper for Elder Affairs and the Accounts Payable (AP) Specialist for the Finance Department keeps that system running smoothly by managing cash flow and paying vendors and suppliers. This position is responsible for managing all payments and expenses for all offices, and programs of Catholic Charitie-Diocese Palm Beach, while also working with Elder Affairs to manage all Guardianship Accounts.

Essential Duties and Responsibilities**Elder Affairs Bookkeeping**

- Management of client payments including management email inbox; enter invoice into appropriate databases; verify payment source, availability of funds, prior payments to specific account; route for approvals and processing of payment through completion.
- Maintain client accounts within financial software.
- Prepare and issue payments in accordance with program policy and procedure; prepare client deposits in accordance with program policy and procedure; record transaction within financial software register.
- Communicate with vendors; maintain vendor list in system.
- Communicate with third party fiduciaries; re payments, deposits, reconciliations, management of accounts and recording in system.
- Prepare, submit, and follow up direct deposit requests for client income when appropriate.
- Set up and manage ACH payments for client invoices when appropriate.
- Mail payments to vendors; electronic filing of paid invoices.
- Review and manage reconciled account statements monthly; make corrections as needed; consult with Program Director (PD) as appropriate; file all client account statements.
- Periodic/ as needed review of APY with banks for placing client funds outside of master account.
- Deposit preparation of program income; communications with Finance Department for deposits and reconciliation of program revenue.
- Maintain client reimbursements by preparation of deposits; communication with Finance Department for deposits to agency account and reconciling with central office monthly.
- Maintain register/ client invoice of program fees; communicate with supervisor for outstanding payments; recording.
- Monthly entry of bookkeeping service to client file

Finance -Accounts Payable Specialist

- Paying invoices and recording all payments, tracking credits owed to the company.
- Reviewing all payments and expenses, including purchase orders, and invoices
- Reconciling monthly payable reports
- Responding to queries from suppliers, customers, and staff
- Perform other data entry functions into various databases and sub-systems.
- Ensure all invoices, check requests, expenses and bills have been properly authorized and backup detail is supplied to support charge.
- Audit expense reports to ensure proper coding of expenses and adherence to the stated travel policy and procedures.
- Assist with special projects as assigned.
- Obtain signatures on all checks.
- Has sound analytical skills and fully understands business processes in responsibility.
- Able to organize and prioritize areas of responsibility and complete work in a timely manner.
- Works well individually and collaboratively in a team environment keeping colleagues well-informed; asks for help when necessary; offers useful feedback.
- Must have good presentation skills and can effectively communicate.
- Organize monthly billing items including billable expenses.
- Adheres to work schedule hours.
- Other duties as assigned.

Other Miscellaneous Duties:

- Complete training courses as required.
- Make telephone calls when requested.
- Maintains an organized and neat office and accounting files.
- Assist, when necessary, the Director of Finance with any accounting department items

Qualifications:

The ideal candidate will possess:

- Bachelor's degree in accounting with 2+ years' experience
- Knowledge and understanding of the accounting cycle and journal entries.
- Proficiency in Microsoft Software (specifically Excel formatting)
- Initiative-taking organized and meticulous person who can work independently with minimal supervision.
- Highly effective interpersonal and communication skills (written and verbal)
- Team player who demonstrates enthusiasm in attitude and approach
- Initiative-taking individuals with a high degree of responsibility including confidentiality, sense of urgency, and accountability.
- Possess strong critical thinking skills, be flexible to meet workload, and have a positive attitude.
- Maintains confidentiality, remains open to others' ideas, exhibits willingness to try new things.
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Speak clearly and persuasively in positive or negative situations.
- Must be a "team player," and able to multitask in a demanding environment.
- A valid Florida driver's license
- Adapting to changes in the work environment manages competing demands and can deal with frequent changes, delays, or unexpected events.
- Ability to work independently.
- Ability to use equipment (fax, computer, copier etc.)
- Capable of maintaining confidentiality of sensitive data.
- Willing to cross train for other office positions to fill in when necessary.

- Willing to adhere to all Diocesan policies and Procedures and complete all required employment documents.
- Exhibits professional telephone manners, interpersonal skills, confidentiality.
- Ability to work effectively with Diocesan employees, pastors, departments heads, representatives of other agencies and the public.
- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment.
- Ability to work irregular hours when necessary.
- Willingness to travel throughout the Diocese of Palm Beach to fulfill job requirements.
- Willingness to respond to emergency situations without notice.
- Willingness to prioritize and respond to the needs of potential clients.

Physical Requirements:

- Occasional light lifting and carrying of under 15 pounds.
- Occasional moderate carrying and lifting of 15 – 44 pounds.
- Frequent use of both hands and fingers (i.e., typing)
- Frequent extended periods of sitting.
- Occasional periods of standing, kneeling, and climbing.
- Occasional ability of minimal hearing (i.e., driving) and routine hearing (i.e., listening to others in conversation)

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Reviewed/Approved By:

CEO-Exec. Director: _____ EA Program Director: _____ Human Resources: _____ Finance Director: _____

Hand delivered on _____, by _____ (Supervisor)
to _____ (Employee).

I acknowledge receipt of and understand my job responsibilities as outlined in this Job Description.

Signed: _____ (Employee) Date: _____

Signed: _____ (Supervisor) Date: _____

Signed: _____ (Supervisor) Date: _____

Copies: Supervisor, Employee

Original: Human Resources