FULL-TIME POSITION AVAILABLE

Accounting Assistant

The Diocese of Houma-Thibodaux is currently seeking a full-time employee for the ministry of Accounting Assistant. This position accurately records day-to-day transactions of the diocese and its entities, including accounts receivable and accounts payable transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Reviews all check requisitions for finance policy compliance
- Writes checks for the diocesan entities and affiliates
- Processes ACH payments
- Assists with identifying use tax transactions
- Creates invoices for internal and external billing
- Collects and posts payments
- Records banking and credit card activity
- Prepares bank reconciliations
- Posts deposits and verifies cash received
- Assist with other day-to-day operations of the office

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

Education and/or Experience:
- High School diploma required; college degree preferred
- 3-5 years of experience in bookkeeping and administrative office experience

Other Skills Required:
- Solid understanding of basic bookkeeping and accounts payable/receivable principles
- Proven ability to calculate, post, and manage accounting figures and financial records
- General knowledge of clerical operations
- Maintain a high level of confidentiality
- Excellent computer skills with proficiency in Microsoft Office software, especially in Excel
- Experience with accounting software
- Communicate clearly by phone and through written and verbal communications
- Must be able to multi-task and set priorities in a fast-paced environment
• Must be able to sit for long periods of time and perform repetitive hand motions
• It may be necessary to lift up to 10 lbs.
• Must be Safe Environment trained
• Knowledge of the Catholic Church and its teachings and values

WORK SCHEDULE AND BENEFITS:

The work schedule is 35 hours per week, Monday-Friday 8:30 am-4:30 pm

Competitive compensation and generous benefits including but not limited to health, dental, wellness, retirement plan, paid leave, and extensive holiday pay.

For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org. Please include Accounting Assistant in the subject line.

Applications are now being accepted until May 21, 2021, or until the position is filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion*, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.

*The Diocese, in its sole discretion, reserves the right to require “practicing Catholic” to be a qualification for a position.