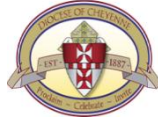


Diocese of Cheyenne



Job Description

Accounts Receivable & Data Entry Specialist

Status: Full-Time, Non-Exempt

Starting Salary: \$18.00 - \$22.00 per hour (DOQ)

Competitive fringe benefits including medical, prescriptions, dental and vision insurance, vacation, and sick leave; defined benefit retirement plan; long-term disability plan, Life insurance policy and paid holidays.

Position Description:

Performs cash receipts and processes accounts receivables. Prepares and posts period ending adjusting journal entries insuring balanced general ledger with all other supporting systems. Assists Chief Financial Officer with the annual audit for the Diocese. Assists the Office of Parish Services with the benefits and Safe Environment databases.

Qualifications:

Knowledge and Abilities:

- Strong organizational and time-management skills, and multitasking abilities.
- Excellent computer and Internet skills and knowledge of computer programs, including Microsoft Windows, Microsoft Office, Excel, Adobe, Outlook, and other publishing software preferred.
- Excellent decision-making skills, the ability to cope with considerable stress and the capacity to multi-task.
- Excellent interpersonal and written communication skills.
- Ability to collaborate well with other diocesan personnel, parish personnel and the public.
- Work independently with minimal supervision.
- Ten-key, photocopying, faxing, mail postal machine filing and archiving skills.
- Maintains strict confidentiality, discussing church business only with the person or persons necessary to conduct the assigned church interactions or responsibilities.

Experience:

- High school diploma or equivalent.

Religious:

- Fully initiated, practicing Catholic free from any canonical penalties and of proven faith, good morals, and good reputation.

Reporting To: Chief Financial Officer

Key Responsibility Areas (KRA):

KRA 1 | Accounts Receivables: Recapture funds owed to the Diocese in regard to payroll, background checks, taxes, and other billable items throughout the Diocese.

- Responsible for monthly Accounts Receivable billings. Sends invoices to parishes for health insurance, 403(B) and other billings owed the Diocese. In addition, invoices the retired priests for their share of the health insurance. Enter information in the Accounting Software.

KRA 2 | Donation Collection: Responsible for collection of funds from variable campaigns including Living and Giving, Seminarian, St. Joseph's Society and Wyoming Catholic Ministries Foundation.

- Responsible for cash collections through the donation's software. Enter data for gifts/donations so that the processing, tracking, reporting and acknowledgement of gifts. Data must be accurate and entered in a timely fashion.
- Reviews all contributions and pledges in the donation software for completeness and accuracy. Review reports from database for duplicate entries and errors. Produce monthly reminders for pledges created in donation software.
- Responsible for maintaining the donation software database. This includes processing address changes and creating mailing queries for annual appeals or other major mailings, as requested.

KRA 3 | Bank Reconciliation and other duties: Responsible for bank reconciliation, audit support and other assigned duties in a timely manner.

- Responsible for bank reconciliation. Ensure all transactions have been entered into the accounting system.
- Assists the Chief Financial Officer with the annual independent audit.

KRA 4 | Assist Office of Parish Services: Responsible for assisting with database entry in various systems.

- Responsible for entry of new hires, terminations, Life Changing events, employee personal information changes and updates into payroll and benefit databases.
- Assists with the management of the Safe Environment database.

KRA 5 | Personal Wellbeing (This will be determined after employed)

In addition to the above, performs related duties, responsibilities and extra projects as assigned. Participates in continuing education as provided or approved. Attends chancery and ministry staff meetings.

Appointment and Term:

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Evaluation: Annual evaluation by the Chief Financial Officer, which does not change the “at-will” nature of this employment

I am in receipt of the job description and acknowledge that this position is “at will.”

Employee Name Printed

Employee Signature

Date

Supervisor Signature

Date

Director of Parish Services

Date