

Catholic Diocese of Biloxi

Job Description: Accounts Specialist/Payroll Clerk

Department: Finance
Report to: Comptroller

Summary:

Responsible for accounting and payroll activities relating to Diocese Administration, Catholic Social and Community Services and de l'Epee Deaf Center, Medical Reimbursement Trust Fund and General Insurance Trust Fund ensuring compliance with established policies, procedures and controls, while maintaining the strictest level of confidence throughout the organization.

Duties:

1. Responsible for preparation of journal entries using the proper account codes for the Diocese Administration, Catholic Social and Community Services and de l'Epee Deaf Center, Medical Reimbursement Trust Fund and General Insurance Trust Fund.
2. Responsible for by-weekly payrolls and checks for paying all persons in the Diocesan Administration, Catholic Social Services and de l'Epee Deaf center. Performs the complete payroll accounting function including leave accounting.
3. Ensures the accurate, timely reporting of payroll information to accomplish proper processing and issuance of paychecks and posts payroll to the general ledger.
4. Responsible for monthly, quarterly and annual tax reports. Balances with all required accounting records before release of reports.
5. Makes bank deposits and maintains the bank account subsidiary ledger, ensuring positive cash flow prior to the release of checks.
6. Work with parishes and schools for preparation of worker's compensation and Affordable Care Act documents.
7. Maintaining the ledger for National and Diocesan Collections, deposits and transmittal reports.
8. Assigns general ledger and entity codes.
9. Additional duties as assigned by the Director of Finance.

Knowledge required by the position:

- Knowledge of disbursement and fund accounting methods, procedures and techniques used in maintaining, balancing and closing accounts in an accounting system with many funds.
- Knowledge of federal and state tax regulations and laws pertinent to payroll accounting and filing of payroll taxes.
- Knowledge of procedures and techniques used in maintaining, balancing and closing accounts receivable in an accounting system with many funds.
- Knowledge and understanding of the diocesan functions and the relationship of the overall operations of the diocese.

Supervisory Controls:

- The supervisor initiates instructions for the overall duties of this position, its objectives, policies and procedures. Otherwise, the employee works independently in accomplishing the objectives of this position.

- The supervisor reviews completed work to check for technical accuracy and compliance with instructions.
- The employee develops detailed work methods to complete assignments and is expected to apply knowledge of standard accounting principles and techniques to resolve problems that occur in handling daily transactions.

Scope and Effect:

- Maintenance of accurate records requires constant attention to details and is of great importance to the diocese. Erroneous postings could result in less than timely reporting.

Personal Contacts:

- Employee has contact on a regular basis with employees of Diocesan Administration, Catholic Social and Community Service, de l'Epee Deaf Center, parishes and schools and local businesses for the purpose of solving problems relating to payroll and other functions.

Physical Demands:

- Sedentary work. Requires sitting, standing, bending and carrying light items such as books, ledgers, papers and files.

Work Environment:

- The incumbent works in an office.