

Finance and Administrative Assistant

Position Summary

The Finance and Administrative Assistant is responsible for supporting the organization's accounting and financial operations by maintaining accurate financial records, preparing reports, and assisting with month-end and year-end close processes. This role requires strong analytical and organizational skills, exceptional attention to detail, and the ability to work effectively in a fast-paced environment. The Finance and Administrative Assistant must demonstrate professionalism, sound judgment, and the ability to collaborate effectively with management, staff, and various committees.

Key Responsibilities

- Manage accounts payable processes, including invoice review, approval tracking, and payment processing.
- Prepare and post daily and weekly deposits while ensuring accurate recording of transactions.
- Perform corporate credit card reconciliations.
- Manage accounts receivable functions, including invoice processing and general ledger reconciliation.
- Maintain records and amortization of Diocesan revolving loan funds.
- Assist with annual W-2 and 1099 processing.
- Maintain organized and accurate accounting records and filing systems.
- Manage software for office copier, postage machine and other office equipment.
- Support budgeting, forecasting, and cash flow management activities.
- Maintain internal controls and ensure compliance with accounting policies and procedures.
- Assist with annual audits by preparing schedules and providing supporting documentation.
- Prepare and format the Diocesan Journal on an annual basis.
- Perform background checks and manage safeguarding training for the Diocese, parishes, and worshipping communities including clergy, postulants and supply priests.
- Provide reception desk coverage in the afternoons, Monday through Thursday.
- Manage incoming calls and direct inquiries appropriately while providing reception desk coverage.
- Process and distribute mail if received while providing reception desk coverage.
- Process donation acknowledgements.
- Be the point of contact for coordinating building and maintenance needs.
- Support special projects and other duties assigned by management.

Qualifications

Education

- Associate's degree in Accounting, Finance, or related field required.
- Bachelor's degree in Accounting, Finance, or a related field preferred.

Experience

- 5+ years of progressive accounting/bookkeeping experience.
- Demonstrated experience with accounts payable, accounts receivable and account reconciliations.
- Experience supporting external audits.
- Experience in nonprofit, church, or faith-based organization accounting preferred.

Technical Skills

- Proficiency with accounting and ERP software systems.
- Experience with Microsoft Excel to include data summarization and routing formatting.
- Proficient in Microsoft Office applications, including Word, Outlook, and Excel.
- Ability to learn and effectively utilize new software applications and technology platforms.

Competencies

- Exceptional attention to detail and accuracy.
- Strong analytical and problem-solving abilities.
- Excellent organizational and time-management skills.
- Ability to manage multiple priorities and meet deadlines.
- Effective written, verbal, and interpersonal communication skills.
- High degree of integrity, professionalism, and confidentiality.
- Dependable with a strong work ethic and commitment to quality.