

**Job Posting Form
Diocese of Buffalo**

Date Posted: 4-17-2019

Send completed application & resume to: Catherine Kwiatkowski
Diocese of Buffalo
795 Main Street
Buffalo, NY 14203
E-mail: ckwiatkowski@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: ACCOUNTS PAYABLE CLERK

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Diocese of Buffalo Department Finance

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org Application found under Careers

Brief Job Description

The Accounts Payable Clerk supports the Controller in the day-to-day operations performed within the accounts payable function of the Central Administrative Offices and the Department of Insurance Services of the Diocese of Buffalo.

- Review all check requests and corresponding invoices received for proper dollar amounts, account distribution codes and authorized signatures on a daily basis Prepare check requests for invoices received without check requests and forward to appropriate person to review and sign. Enter reviewed invoices into accounts payables on a daily basis.
- Prepare computerized checks weekly
- Maintain accounts payables files
- Maintain schedule of daily cash receipts and cash disbursements.
- Record cash disbursement entries for all ACH transfer and wire transfers.
- Prepare Federal Forms 1099

Education & Experience Required:

- Associate's degree in Business
- Prior accounts payable experience

Desired Skills

- Ability to work on several different projects simultaneously
- Confidentially
- Excellent communication and interpersonal skills
- Computer and database proficiency.

E.O.E.

How to Apply: By Mail E-Mail as above. **Applications are accepted until position is filled.**