



Roman Catholic Diocese of Victoria

4044 Nelthorpe Street

Victoria BC V8X 2A1

Phone: (250) 479-1331 ✖ Fax: (250) 479-5423

www.rcdvictoria.org

Job Posting: *Accounting Clerk*

The Roman Catholic Diocese of Victoria is seeking a full-time Accounts Receivable/Payable Clerk with a strong financial background and excellent organizational skills.

Duties & Responsibilities

- Posts customer payments by recording cash, cheques, direct debit and credit card transactions
- Posts revenues by verifying and entering transactions from deposits
- Updates receivables and prepares reports on outstanding files
- Verifies validity of account discrepancies by obtaining and investigating information
- Resolves valid or authorized deductions by entering adjusting entries
- Resolves invalid or unauthorized deductions by following pending deductions procedures
- Resolves collections by examining customer payment plans, payment history, coordinating contact with collections department
- Maintains and documents correspondence with outstanding accounts in accordance with approved policies and procedures
- Arrange payment options for outstanding accounts
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing reports
- Reconciles GL accounts and bank accounts and prepared journal entries
- Prepares Tuition/Donation Receipts
- Maintains invoices from vendors and enters into accounting system
- Prepares, distributes and maintains customer forms
- Accomplishes accounting and organization mission by completing related tasks as needed

Position Requirements

- Completion of a two-year accounting diploma, plus two (2) years specific financial accounting experience in a large automated financial department.
- Solid understanding of AR principals
- Proficient Microsoft Office applications, and high level of competency with MS Excel;
- Attention to detail and ability to manage time effectively and meet required deadlines
- Excellent communication skills, both written and oral
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Interested applicants are invited to submit a résumé and cover letter by February 10, 2020 to:

Roman Catholic Diocese of Victoria

Attention: Leah MacKenzie, CFO

4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: jobs@rcdvictoria.org

<https://www.rcdvictoria.org/employment>

Please note that only those short listed for an interview will be contacted.