



## Roman Catholic Diocese of Victoria

4044 Nelthorpe Street

Victoria BC V8X 2A1

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[www.rcdvictoria.org](http://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. The salary range is \$44,000 - \$46,000 FTE per annum.

## 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 accounting experience or the equivalent education and experience
- Solid understanding of AR principles
- 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

Interested applicants are invited to submit a résumé and cover letter by January 5, 2024 to:

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Email: [jobs@rcdvictoria.org](mailto:jobs@rcdvictoria.org)

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

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