

Accounting Assistant

Position Description & Reporting Relationship

Located at the Episcopal Diocese of Albany office in Greenwich, N.Y., this part-time position, up to 28 hours per week, encompasses administrative and basic accounting functions for the Diocese. The Accounting Assistant reports to the Finance Manager.

Typical Duties

- Records brokerage statement transactions
- Completes monthly bank reconciliations for diocesan accounts
- Assists the Account Manager by answering phone calls, emails coming into the accounting office and triaging requests and inquiries
- Tracks capital projects and other accounts as assigned
- Runs inquiries and reports for Diocesan Staff/Committees
- Assist with other bookkeeping tasks as directed

Qualifications and Skills

An Associate's Degree or graduate of a business school with applicable employment or volunteer experience.

This position requires a comprehensive background investigation (references, credit, DMV, Sexual Offender Registry, courts) and completion of Safe Church training upon hiring.

Ability to:

- Exercise respect and courtesy in all interpersonal interactions
- Work comfortably in a Christian faith community
- Organize work and manage time effectively
- Work as a team member and accept supervisory direction
- Be flexible and comfortable adapting to new technology and procedures
- Lift record storage boxes, up to 30 pounds
- Maintain confidentiality regarding work-related tasks

Proficient in:

- Accounting practices
- Microsoft Outlook Exchange and/or Outlook 365
- Microsoft Office Suite software.
- Databases, accounting software
- Telephone etiquette, organization, multitasking

Resumes may be submitted: Email: diocese@albanydiocese.org

Or via USPS to: Episcopal Diocese of Albany, Attn: Human Resources, 580 Burton Rd, Greenwich, N.Y. 12834