

Accounting Assistant

Position Description & Reporting Relationship

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

The Accounting Assistant may work on occasional weekends (2 - 3 per year), with possible overnight travel, in support of workshops or conferences and must be available to stay overnight and work the entire weekend of the Diocesan Convention.

The Accounting Assistant conveys to the public warmth and interest and embodies a core value that the only reason a diocesan staff exists is to support the congregations, lay and clergy leaders of the Episcopal Diocese of Albany. Integrity, humor, eagerness to share information and resources, regard for spirituality in the Christian tradition, and a commitment to flexibility are beneficial characteristics for this position.

Typical Duties

- Process accounts receivable and make necessary deposits
- Run bi-weekly payroll and prepare payroll reports
- Process payroll and benefit changes
- Prepare monthly Parish Assessment invoices and reports
- Assist with preparation of Diocesan Convention, workshops, travel, ordinations, retreats, worship services, and conferences
- Assist with other bookkeeping administrative tasks as directed

Qualifications and Skills

An Associates Degree or graduate of a Business School with applicable employment or volunteer experience.

Or

A High School graduate with applicable employment or volunteer experience

This position requires a comprehensive background investigation (references, credit, DMV, Sexual Offender Registry, courts).

Ability to:

- Exercise respect and courtesy in all interpersonal interactions.
- Comfortable working in a Christian Faith community.

- Organizational and time management skills
- Ability to work as a team member and accept supervisory direction
- Be flexible and comfortable adapting to new technology and procedures.
- Ability to lift record storage boxes, up to 30 pounds

Proficient in:

- Basic accounting principles
- Payroll and human resource procedures
- the use of Microsoft Outlook Exchange and/or Outlook 365
- the use of Microsoft Office Suite of software.
- the use of databases.
- telephone etiquette, be comfortable meeting the public, and making “cold” calls on behalf of the Diocese.

Use of multiple types of office equipment such as copier, postage meter machine, letter folder, etc.

Resumes may be submitted:

Email: diocese@albanydiocese.org

Or

US Mail: Episcopal Diocese of Albany, Human Resources, 580 Burton Rd, Greenwich, N.Y. 12834