

**Job Title:** Accounting Clerk  
**Parish:** Immaculate Conception Parish, Elmhurst, Illinois  
**Reports To:** Director of Finance  
**Position:** Part-time, Unbenefited

### **Position Summary**

The Accounting Clerk is responsible for processing all Sunday offerings and online donations. They are responsible for paying all invoices for the Parish as instructed by the Director of Finance.

### **Essential Functions**

- On-Line Giving
  - Set up new “managed” givers; update and assist parishioners with questions; weekly import of electronic giving.
- Accounts Receivable
  - Count with Volunteers each Monday; process deposits at the bank; enter donations into ParishSOFT accounting; and post gifts to donors’ accounts in ParishSOFT Family Suite.
- Accounts Payable
  - Prepare invoices and check requests for vendor fun; print vendor checks; distribute/mail checks; file invoices.
- Prepare reimbursement invoices for ICCP accountant and include copies of all invoices.
- Mail requests for Form W-9s as needed. Assist the Director of Finance in preparing Forms 1099NEC at calendar year end.
- Assist the Director of Finance in distributing year-end donation acknowledgement statements.
- Prepare weekly reports for Pastor summarizing giving.
- Set up and update “Our Sunday Visitor” Envelope system.
- Must support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet.

### **Marginal Functions**

- Diocese of Joliet annual campaign (CMAA) tracking; mail collections as needed.
- Prepare timecards, collect timecards on appropriate day.
- Other duties as assigned by the Director of Finance or Pastor.

### **Qualifications**

- High school graduate, college degree preferred.
- Minimum of three (3) years in an administrative capacity within a Catholic Church and/or other non-profit organization, preferred.
- Knowledge of ParishSOFT, Excel, Word.
- Skills
  - Reporting, accounting, Microsoft Office, organizational, ability to produce work in a timely fashion.

### **Salary Range**

- Hourly salary range is \$25.00 - \$30.00, depending on experience and education.

**Benefits**

- Paid personal leave days.

**Work**

- Part-time, unbenefited.
- 24 hours per week with flexibility of hours upon agreement between the Director of Finance and the Accounting Clerk.

**PHYSICAL DEMANDS<sup>i</sup>**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus

***To apply for this position, please send resume and cover letter to [tssternitzke@icelmuhurst.org](mailto:tssternitzke@icelmuhurst.org). Please reference Accounting Clerk in the subject line of email.***

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<sup>i</sup>This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.