

POSITION ANNOUNCEMENT



Part-Time Accounts Payable Clerk

Jesuits West

The Institution

The Society of Jesus, the largest men's religious order in the Roman Catholic Church, assigns some 17,000 priests and brothers to ministries worldwide. In pastoral, educational, and other ministries, our priests and brothers collaborate with laymen and women, civic organizations, local dioceses, and other religious orders. As catalysts for change, we invest personnel and funding in those “turning points” in society where we believe the greatest good can be achieved. Our ministries express the power of faith doing justice by combining belief in fundamental human dignity with advocacy for the poor and marginalized.

The USA West Province (“Jesuits West”) supports a 10-state region that includes Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Jesuits West, a province of approximately 540 Jesuits, is led by Father Sean Carroll, S.J. with an 11-member executive team overseeing an approximate staff of 30 with offices in Los Gatos, California and Portland, Oregon.

Position Concept and Basic Function

Performs Accounts Payable data entry and serving as back up to the Accounting Assistant

Location: Los Gatos, California

Department: Treasury

FLSA: Non-Exempt

Reporting to Accounting and Finance Director, responsibilities will include:

- Performs accounts payable functions including organizing payment requests, verifying records and invoices, and preparing payments. Prepares vendor set-up to ensure all required information is received prior to issuing first payment per policies and procedures.
- Supports Accounting Assistant to address questions regarding reconciliation of balance sheet accounts related to accounts payable.
- Prepares and submits batch payments by ACH/wire transfer for review/approval by the Accounting and Finance Director.
- Makes monthly payments using Treasury purchase card.
- Collects all approved purchase card statements monthly, reviews coding and transactions to ensure accuracy; uploads into financial system following review and approval by Accounting and Finance Director.
- Files Treasury records ensuring records are retained as per Province policy.
- Provides support to the Accounting Assistant, Staff Accountant, and other Treasury staff as required.

Other Responsibilities:

- Performs other work-related duties as assigned.

Qualifications

- Ability to work collegially with co-workers, Jesuits, and vendors.
- Strong verbal and written communication skills.
- Excellent attention to detail; ability to multi-task, and strong follow through capabilities.
- Proficiency in a Windows-based environment, including facility with Excel and Word. Office 365 a plus.
- Experience working with accounting software is a plus.

Requirements and Application Procedure

Applicants must submit a cover letter and resume to UWEjobs@jesuits.org. Review of applicants for employment will begin immediately and continue until the position has been filled.

Jesuits West makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.