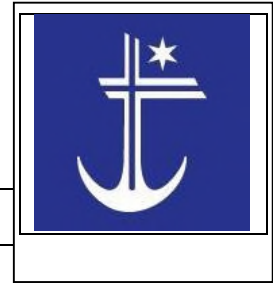


Archdiocese of Anchorage

Job Description



Job title: Accounting Associate – Payroll, Benefits, HR

Full-time: X

Part-time:

Exempt:

Nonexempt: X

Reports to: Chief Financial Officer

Direct Reports: None

Job Purpose

To provide the Accounting Staff with a high level of accounting assistance with the main focus being Accounts Payable and Payroll.

Essential Duties and Responsibilities:

- Responsible for all payroll processes
- Responsible for all Health Benefit processes
- Responsible for all 403(b) Administration
- Responsible for basic Human Resources administration (new employees, exiting employees)
- Work with Finance Team on audit related projects and reconciliations
- Maintain sub-ledger spreadsheets and related files for payroll & benefits administration
- Execute daily accounting functions related to the overall performance of the Financial Services Department
- Perform related duties as assigned by supervisor
- Adhere to the mission of the Archdiocese of Anchorage in the performance of all aspects of this position

QUALIFICATIONS

Competencies:

Must be:

- excellent interpersonal, oral, and written skills
- competence with all Microsoft applications with a strong emphasis in Excel.
- willingness and ability to support the Mission of the Archdiocese of Anchorage
- willing and able to treat each individual with dignity and respect

Must possess the following skills and abilities:

- self-confidence
- initiative
- flexibility
- professionalism
- team player capabilities
- knowledge and application of generally accepted accounting principles, as well as accounting principles & reporting practices for churches and church related organizations
- dependability
- motivation
- confidentiality
- discretion
- collaboration
- multi-tasking
- detail oriented
- problem solving and analysis
- accuracy
- time management
- prioritization

Education: High School diplomat or GED required. Bachelors degree in accounting or finance preferred

Experience: Minimum two years practical experience in non-profit accounting. At least one of those years should include hands on knowledge of broad based accounting systems (e.g., general ledger, accounts receivable, accounts payable, payroll, bank reconciliation)

Physical Requirements/Working Conditions:

- Ability to work at a computer terminal for long periods of time
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to talk, listen, and speak clearly on telephone

Print Employee Name: Eric Gustafson

Employee signature:

Date:

Supervisor's signature:

Date:

Approved by HR:

by: