

CATHOLIC CEMETERIES OF LONG ISLAND

Website Posting – Job Opening

POSITION TITLE: **Accounts Payable Clerk**

POSITION LOCATION: Administration Office
Cemetery of the Holy Rood, Westbury, NY

Summary of Responsibilities:

- Responsible for monitoring the outflow of capital for Catholic Cemeteries of Long Island.
- Compile and maintain all accounts payable and cash disbursement journal entries records.
- Complete payments and control expenses by receiving, processing, verifying, and reconciling invoices.
- File and maintain vendor accounts, contracts and service agreements, and company files.
- Assist in auditing and processing expense reports.
- Assist in preparing schedules, scheduled fiscal closings, and accounts payable analyses.
- Contribute to team effort to accomplish other related duties as assigned.

Requirements:

- Minimum four years in accounts payable and bookkeeping/accounting related experience.
- Not-for-profit accounting experience a plus.
- Familiarity with GAAP, general accounting, financial statement preparation and internal control procedures.
- Must be reliable and trustworthy with effective communication and interpersonal skills.
- Excellent organizational skills and attention to detail.
- Proficient in Microsoft Office Suite (Excel, Word and Outlook).
- Proficient in accounting software; proficient in Sage accounting software preferred.
- Evening and/or Saturday work required periodically, particularly during closing of fiscal year.

Please email Employment@CCLongIsland.org to request an application for employment.

Revised 8-5-2021