Primary Responsibilities & Performance Accountabilities
The duties of the Accountant AP/AR Clerk are to be responsible for the accurately recording of cash receipts and the processing of cash disbursements. The position should support the Church and School Accountant to enhance the efficiency and accuracy of both divisions. The Accountant AP/AR Clerk is expected to make a solid contribution to St Theresa Accounting.

Accounts Payable
- Enter approved invoices to Parish Soft Accounting system
- The preparation and distribution of checks
- Handle internal & external customer calls
- Adds authorized new vendors after 1099 information is obtained

Cash Receipts
- Preparation of deposit logs
- Recording approved deposits to Parish Soft
- Process checks to Community Bank using the Community Bank check reader
- Prepare currency deposits and post in Parish Soft
- Prepare bank deposits to armored car service

Support
- Support other Finance Team members as needed

Year End
- Files 1099 to recipients and federal government – complete, accurate and within regulated time deadlines

All applicants should email their resume to Patrick Flaherty at p.flaherty@sttheresa.cc