

Accounts Payable Coordinator Archdiocese of Galveston-Houston

1700 San Jacinto
Houston, TX 77002

Summary:

The Archdiocese of Galveston-Houston is seeking a dedicated individual who is able to keep focused in a fast paced and high volume accounting department. The Accounts Payable Coordinator is part of an Accounts Payable (A/P) team that performs accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions for the Archdiocese and Chancery. The A/P Coordinator shall possess the ability to maintain confidentiality and will work closely with the team to accomplish the assigned tasks of the office.

Position Responsibilities

- Ensure that all payments made through accounts payable are valid requests with the proper coding, approvals and supporting documentation.
- Propose journal entries that are needed for corrections
- Communicate with vendors and/or other chancery departments regarding payment processing
- Manage accounts payable records
- Review and verify invoices and check requests
- Sort, code and match invoices
- Set invoices up for payment
- Enter and upload invoices into system
- Track expenses and process expense reports
- Reconcile accounts payable transactions
- Monitor accounts to ensure payments are up to date
- Research and resolve invoice discrepancies and issues
- Maintain vendor files
- Correspond with vendors and respond to inquiries
- Provide supporting documentation for audits

Education and Experience

High School Diploma with some college preferred and a minimum of 2-5 years accounts payable or general accounting experience.

Knowledge Skills and Abilities

- Knowledge of accounts payable
- Knowledge of general accounting procedures
- Proficient in data entry and management
- High degree of accuracy and attention to detail
- Knowledge of relevant accounting software
- Excellent computer skills, including a working knowledge of Microsoft Excel and Word

- Able to organize and prioritize
- Efficient attention to detail and accuracy
- Confidentiality, discretion and judgement
- Written and oral communication skills
- Information management skills
- Problem-solving skills
- Team work
- Able to meet deadlines

Suitable candidates should email cover letter, resumes, and minimum salary requirements* to resume@archgh.org with Accounts Payable Coordinator on the subject line.

*Applicants without minimum salary requirements may not be considered.