



Position Opening

Diocese of Toledo Pastoral Center

Finance Office

Financial Services Associate

The Diocese of Toledo is searching for a full- time Financial Services Associate to join the Finance Office of the Diocese of Toledo Management Corporation. The Financial Services Associate supports the accounting functions of the diocese by performing both accounts receivable and accounts payable duties.

This is a full-time, hourly position, 37.5 hours per week, with a comprehensive benefits package.

Primary responsibilities include:

- **Accounts Payable:** process and verify invoices/check requests, ensure appropriate documentation, make payments to vendors electronically and through regular check runs, contact and respond to vendors as needed, reconcile credit card statements
- **Accounts Receivable:** process and post cash receipts to appropriate modules for various entities, prepare daily deposit, prepare and distribute monthly statements, reconcile accounts receivable to general ledger, prepare monthly aging reports
- Assist with month, quarter, and year-end reconciliations as needed
- Maintain accurate financial records, prepare required forms, and ensure compliance with internal procedures
- Provide general accounting support and perform additional duties as assigned.

Candidates for the position must possess:

- High school diploma GED; Associates degree or Bachelor's degree in accounting preferred
- Experience working with the public in a professional office setting, with attention to detail, high level of accuracy, and the ability to learn quickly and efficiently. Accounts Payable and/or Accounts Receivable experience strongly preferred.
- Computer expertise in accounting software and Microsoft Office products, including Excel
- The ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Must successfully pass the required background check and comply with all requirements of the Diocesan Program for Child and Youth Protection prior to employment.

Qualified candidates please submit a cover letter, resume, and salary expectations to

humanresources@toledodiocese.org