



Archdiocese of Newark

Office of Human Resources

Entering the
Third Millennium,
proclaiming in faith and love
the mission of
Christ the Redeemer!

POSITION DESCRIPTION

Position: Finance Associate
Department: Youth & Young Adult Ministry
Reports To: Director
Classification: Non-Exempt

General Description

Oversees and is responsible for the bookkeeping and financial reporting as well as the general finances of the day-to-day operations for the Office for Youth and Young Adult Ministry, including the St. John Paul II Youth Retreat Center.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Responsible for the general finances, including accounts payable and accounts receivable.
- Prepares deposits and check requests and all other monies generated from sponsored events, trips, etc., including Petty Cash.
- Records all financial data from all forms of rentals at the Retreat Center.
- Ensures that all invoices are recorded and monitors collection of payments.
- Submits all invoices to Archdiocesan Finance Office for payment, in a timely fashion.
- Prepares bank deposits from all funds collected through various events and rentals and brings to the bank.
- Works with the Director to coordinate reviews of contracts, including, but not limited to phone systems, copiers, vendors, etc.
- Works with the Director to help prepare the Annual Budget Package and Reports
- Oversees and updates Vendor File and Vendor Records (new vendors, address changes and deletions)
- Assist the Director in all aspects of Financial Audits conducted by the Archdiocesan Finance Office
- Monitor budget versus actual and report all discrepancies.
- Projects as assigned.
- Other duties as assigned.

Qualifications/Skills

- Ability to maintain confidential information
- Strong interpersonal and social skills
- Attention to detail and accuracy
- Ability to prioritize, schedule and complete multiple assignments including special projects

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- Computer literate; proficient in Microsoft Office including Word, Access and Excel
- Bilingual in Spanish a plus, but not required

Education and/or Experience (Preferred)

- Minimum associate's degree in appropriate discipline desired for accounting and working with numbers
- Professional experience will be considered

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position does require long periods of sitting and using a computer.