

DIOCESE OF SACRAMENTO JOB DESCRIPTION

PARISH: POSITION: Data Entry Operator - Accounting CLASSIFICATION: Non-Exempt SCHEDULE:
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SUPERVISOR: **Pastor**

ESSENTIAL FUNCTIONS:

Under general supervision to enter, maintain, retrieve and update data base information for departmental use.

Examples of Duties:

Post computer records, payments and general records; communicate on the telephone and in person with courtesy and diplomacy; generate reports from established systems using office computer software and hardware; keep neat and accurate records.

In addition to general office duties, manage accounting of high volume cash transactions, including proper booking and deposit of cash receipts.

MINIMUM QUALIFICATIONS:

Knowledge of: The Church's mission in the Diocese of Sacramento; data base software and data entry management and recordkeeping; modern office methods and practices, including receptionist and telephone techniques. Range B requires knowledge of general bookkeeping methods.

Ability to: Be a self-starter; work independently and collaboratively; access and retrieve data base programs; perform assigned duties with diligence, speed, and trustworthiness; manage records and recordkeeping tasks; handle pressure and meet deadlines; adjust to varied tasks and situations on a daily basis handle confidential matters discreetly.

Skills: Typing speed at 45 words per minute, 10-key adding machine operation, general office machine operation, courteous and diplomatic telephone skills.

Experience: Three years of computer experience with concentration in data entry and one year bookkeeping experience.

Education: Equivalent to graduation from high school.

Familiarize oneself with all aspects of Diocesan policies and procedures for finances by studying the Parish Financial Management Handbook available online at the diocesan website www.diocese-sacramento.org.

Employee Signature

Date

Supervisor Signature

Date