



# DIOCESE OF LUBBOCK

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## MEMORANDUM

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*This is the official notice of an open position in the Finance Office. According to Diocesan Policy, current employees must be notified first of such openings. The Finance Office is directed by the Chief Finance Officer.*

<b>Opening Date:</b>	February 5, 2018
<b>Closing Date:</b>	Open until filled.
<b>Job Title:</b>	Accounts Payable Coordinator
<b>Salary/Benefits:</b>	Wage commensurate with experience, Health & Dental Insurance, Sec 125 (Cafeteria) Plan, 403(b) Plan with employer matching, Vacation and Sick Time according to Pastoral Manual

The Roman Catholic Diocese of Lubbock, headed by Bishop Robert M. Coerver, desires to attract a professional and experienced Accounts Payable Coordinator. The individual will work within a broad range of financial and administrative activities, which includes responsibility for the overall accounts payable process for the Diocese as well as a variety of administrative and support activities. The Accounts Payable Coordinator reports directly to the Chief Finance Officer of the Diocese.

### *DUTIES*

The position includes responsibility for all aspects of the accounts payable process, including but not limited to, voucher processing, 1099 reporting, analysis, procurement, management of leases, ordering supplies, administrative tasks, including but not limited to, administrative support to the Finance Officer, tasks associated with the Diocesan annual appeal campaign, and meetings coordinator; and other tasks as assigned. Administrative skills; an ability to work as a team player; excellent written and verbal skills; planning and organizational skills; proficiency with information technology; ability to maintain confidentiality and work in a fast paced environment are all required.

The individual must conduct themselves with professionalism and integrity at all times while interfacing with numerous groups including but not limited to employees, vendors, priests, parish personnel, and outside advisors including external auditors and commercial bankers. The successful candidate will work to maintain a harmonious and productive environment.

### *QUALIFICATIONS*

The ideal candidate must have at least 2 years' experience in a similar position with an excellent working knowledge of accounting principles. A record of progressive and relevant financial accomplishments as well as working successfully with diverse constituencies and client groups is preferred. An undergraduate degree in accounting is highly desirable but not necessary. Experience within a public or not-for-profit organization is desired but not necessary. The candidate must possess a willingness to understand the structure of Catholic Church and the role and ministry of the Bishop. A practicing Catholic with experience and involvement at the local Catholic parish level would have an advantage. Bilingual in Spanish is a plus. Working knowledge of Microsoft Office Suite (including Word, Excel, Power Point, and Access), QuickBooks, and Shelby systems or parish related accounting software is highly desired. Salary is commensurate with education and experience.

We will gladly consider nominations for this position. We invite interested candidates to mail, email, or fax in confidence, a resume that must include a cover letter, salary history, and list of references at the earliest convenience to Diocese of Lubbock Human Resources, P.O. Box 98700, Lubbock, TX 79499-8700; [aocanas@catholiclubbock.org](mailto:aocanas@catholiclubbock.org) SUBJECT: Accounts Payable Coordinator; (806)771-7660 (fax with coversheet). Information on the diocese is on the diocesan website at [www.catholiclubbock.org](http://www.catholiclubbock.org).