



Diocese of Belleville  
Office of Human Resources

Friday, January 13, 2023

**POSITION AVAILABLE**

**ACCOUNTS PAYABLE CLERK FOR THE OFFICE OF FINANCE**

The Diocese of Belleville is seeking a part-time (20 hours per week) Accounts Payable Clerk. This position is responsible for handling all duties related to accurate and timely processing of accounts payable invoices. Applicant must have strong written and oral communication skills; be highly organized, detailed and flexible; exercise problem-solving, discretion and interpersonal skills, and must maintain confidentiality.

Essential qualifications include a minimum of a high school diploma, Associate's Degree preferred, or equivalent experience; 1+ years' experience with A/P preferred and working experience with an accounting ERP system such as Sage, QuickBooks, or Peachtree is preferred. Knowledge of Microsoft Office and other computer programs/applications. Practicing Catholic preferred with thorough knowledge and understanding of Catholic teachings, practices and organizational structure.

To apply send cover letter with résumé to Human Resources, Diocese of Belleville, 222 S. 3rd St., Belleville, IL. 62220. FAX to 618-722-5020; email [humanresources@diobelle.org](mailto:humanresources@diobelle.org).

**Application deadline: January 31, 2023**