

## Payroll/AP Coordinator

The Diocese of Erie is looking for an organized, dedicated, and detailed candidate for the position of Payroll/AP Coordinator. As the Payroll/AP Coordinator, working under the direction of the Controller, the candidate will be tasked with providing timely information and accurate record keeping in the areas of, employee pensions and payroll operations for St. Mark Catholic Center, Clergy and others as assigned by the office of Financial Services. This includes processing payroll and changes to payroll, for full and part-time staff, transmitting payroll information to third party service, maintaining employee payroll files, verifying receipt of pension payment for diocesan participants, validating incoming invoices, and maintaining purchasing and delivery system for organizational supplies and inventory.

### Qualifications

Must have a minimum of a high school diploma; two-year business degree preferred but not required; three to five years' experience in the areas of payroll, general ledger, and related accounting procedures.

### **To Apply:**

For best consideration, please apply by **September 27, 2024**. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriecd.org/employment.html>.

Applicants must submit a cover letter, resume, certifications, references and a signed and completed job Application Form in one of two ways:

- 1) Email all materials to: [hrinfo@eriecd.org](mailto:hrinfo@eriecd.org). (Application form must be scanned, completed, signed, and scanned.)
- 2) Mail to HR, Attn: Payroll/AP Coordinator Search, 429 East Grandview Blvd., Erie, PA 16504