

Staff Duties

October 2010

Finance Assistant

Regina Barattini

Bank reconciliation and reporting for the Diocese and subordinate entities

Print and distribute end of month reports to departments and committees

Billing congregations and receiving payment for consulting fees

Billing and receiving payment from the State of Rhode Island for Eleanor Slater

Chaplaincy

Manage accounts receivable and payable for the May property

Process and record Diocesan loans to congregations

Data entry for journal entries and departmental reports