



POLICY: ACCESS TO ACCOUNTING & PAYROLL RECORDS AND DOCUMENTS

To provide for control of access to confidential records and documents. Only those persons directly responsible for job tasks involving confidential information shall have authorized access.

PROCEDURES

1. Payroll. The Executive Director, Director of Finance, Director of Human Resources, Program Director, Accounting Supervisor, and Accounting Assistant are the only authorized individuals to have access to confidential payroll information.
2. General Ledger/Financial Records. The Executive Director, Director of Finance, Program Director, Program Coordinators/ Program Supervisors, Accounting Assistant and Accounting Clerk are the only authorized individuals to have access to confidential general ledger/financial information.
3. Accounts Payable. The Executive Director, Director of Finance, Program Director, Program Supervisors, Administrative Assistant, Accounting Assistant(s), Accounting Clerk (s), Billing Clerk(s), Receptionist-ADS, are the only authorized individuals to have access to confidential accounts payable information.
4. Accounts Receivable. The Executive Director, Director of Finance, Program Director, Program Supervisors, Administrative Assistant, Accounting Assistant(s), Accounting Clerk(s), Billing Clerk(s), -- Receptionist-ADS, are the only authorized individuals to have access to confidential accounts receivable information.
5. Anyone outside the above-mentioned job titles shall be required to review confidential information in the presence of one of the authorized staff members.
6. Blank check copies, checkbooks, and petty cash funds are to be maintained in a locked, secure location
7. Catholic Charities conducts background checks on all persons prior to hiring as a safeguard.