

Accounting Clerk

St. Theresa Parish

Palm Springs

The following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

MINISTRY CLASSIFICATION: Financial Stewardship

POSITION TITLE: Accounting Clerk

HOURLY RATE: \$19.00 - \$22.00

SUPERVISOR: Business Mgr/Pastor

FLSA: NON-EXEMPT/ PART_TIME

POSITION SUMMARY

The person in this position is directly associated with parish operations, and is entrusted with the stewardship of financial activities of the Parish. He /She will provide administrative and clerical support maintaining records of all business transactions to the Business Manager / Pastor.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

1. Records parishioner pledges and contributions.
2. Balances financial books and records and maintains the general ledger.
3. Performs data entry in ParishSOFT and other Diocesan Software systems.
4. Prepares monthly accounting reports for Ministries and Finance Council.
5. Supervises weekly count (following proper procedures).
6. Balance bank statement with online giving.
7. Accounts Payable mail/filing.
8. Creates and maintains a donor database.
9. Maintain confidentiality and personal etiquette.
10. Other duties as assigned.

QUALIFICATION GUIDELINES:

1. Must be a practicing Roman Catholic;
2. High School Diploma or Higher Education preferred. Coursework in bookkeeping, and basic accounting skills.
3. Two years of office-related experience including bookkeeping responsibilities, or basic knowledge of GAAP.
4. High degree of accuracy and attention to detail.
5. Must have effective listening, writing, verbal, and speaking skills;
6. Organized and focused to work under changing priorities, frequent interruptions, and minimal supervision.
7. Must have effective organizational, planning, and implementation skills;
8. Must be proficient in programs such as Microsoft Word, Excel, PowerPoint, Outlook, Publisher.
9. A self-starter; good at multitasking and prioritizing projects.
10. Punctual, dependable, organized, flexible and adaptable.
11. Must have ability to interact professionally with others.
12. Must have ability to work in a multi-cultural environment.

Physical Requirements:

Includes but is not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extreme.

Please send your cover letter via email, resume to:

St. Theresa Parish

2800 E. Ramon Rd Palm Springs, Ca. 92264

Telephone: (760) 323-2669 xt 301/ jmacias@sbdiocese.org

St. Theresa Parish is an Equal Opportunity Employer

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