

## **Bookkeeper**

Our Lady of Mount Carmel, Rancho Cucamonga

Part Time, 8 hours per week

\$25.00 to \$30.00/hour DOE

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

### **POSITION SUMMARY**

Under the supervision of the Pastor, the Bookkeeper performs the financial leadership function of the parish and is vital to the parish's success. It is a ministry of organizing, attention to detail, confidentiality, and contact with parish leadership. This ministry includes a number of activities that express and contribute to the overall vitality and mission of the parish.

### **ESSENTIAL FUNCTIONS**

- Understand and ensure compliance with Diocese of San Bernardino financial policies and procedures and governmental regulations, and tax laws
- Responsible for full knowledge of the maintenance of a complete set of records covering all financial transactions of the parish
- Classifies and verifies all invoices and verifies posted items in the general ledger
- Balances/Reconciles checking and asset accounts with balances with Financial Reports
- Determines proper records and distributions of debit and credit items
- Prepares financial statements and reports for Pastor, Financial Council, and others as directed by the Pastor
- Prepares all check requests, file all paid invoices, keeps up-to-date W-9s
- Record adjusting journal entries as necessary
- Assist in developing the budget for the parish
- Manage budget, including, but not limited to: analyze budget vs. actual and review major variances with Pastor
- Inform the Pastor if unexpected expenses arise as they occur
- Inform the Pastor of bank balance and general financial status on an ongoing basis, especially if current cash flows may not be sufficient to cover parish's operational needs or if excess funds are available to make extra payments on loan, set aside for contingency fund or capital expenditures, etc
- Attend diocesan bookkeeping meetings and parish finance council meetings, and Vicariate meetings
- Other duties as assigned.

## **SKILLS AND EXPERIENCE REQUIRED**

- An update to date knowledge of the faith and parish ministries
- Discreet in word and conduct
- Good organizational and communication skills
- An understanding of the goals and priorities of the parish
- Ability to work harmoniously with the members of the staff and parish ministries
- Proficiency in the operation of general office machines and equipment
- Solid understanding of basic bookkeeping and accounting principles, and GAAP
- High degree of accuracy and attention to detail
- Hands-on experience with spreadsheets and proprietary software
- Must be familiar with GAAP and be able to successfully complete a skills test
- Must have the ability to work in a multi-cultural environment
- Must have the ability to interact professionally with employees and others
- Strong verbal and written communications skills
- Proficient in Microsoft Office, Word, Excel, PowerPoint, and ability to develop worksheets

## **EDUCATION AND CREDENTIALS REQUIRED**

- Minimum of high school education; bachelor's degree preferred.
- Minimum of three years' experience as a full charge bookkeeper in a parish, public or private company, with budget and financial reporting experience

## **PHYSICAL REQUIREMENTS**

- Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 25 lbs., 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 extremes.

**Interested candidates please send resume AND cover letter to:**

**semmanuel@sbdiocese.org**  
**Our Lady of Mount Carmel Church**  
**Attn: Rev. Sagayaraj Emmanuel, MSC**  
**10079 8<sup>th</sup> Street**  
**Rancho Cucamonga, CA 91730**