

Administrative Secretary/Bookkeeper
Parish Assistance

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.

The Office of Parish Assistance is part of the Ministry of Financial Affairs in the Diocese of San Bernardino. It was established to assist the churches and schools of the Diocese with fiscal matters, bookkeeping, internal controls, asset management as well as accounting procedures and policies.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Answer phone calls and take detailed messages. Receive and distribute mail; order office supplies.
- Work closely with accounting team to perform basic bookkeeping and to process accounts payable/receivable in a timely manner.
- Maintain website with updates in policies and workshops for parishes and schools.
- Prepare materials for training workshops and workshop registration.
- Provide support for the year end filing of 1099's.
- Data entry of yearly parish/school financial reports.
- Assist with planning and organizing Bi-Annual Fiscal Management Conference.
- Provide clerical and administrative support to team as requested.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- An Associate's degree in accounting or business administration, or equivalent business experience.
- Knowledge of bookkeeping and generally accepted accounting principles.
- Must have a minimum of 3 years' experience in a related position.
- Quality customer service skills and excellent communication and organization skills required.
- Computer skills: Word, Excel, Power point, Publisher and Access and preference will be given to candidates with a working knowledge of the PDS Accounting software package
- Bilingual English and Spanish skills required.
- PFMP/CMFP Certification desired
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Includes but 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 extremes.

Interested candidates, please forward your resume to:

Attention: Sinia Bustamante
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdiocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.