

Associate Director

Accounting Services

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 primary purpose of Accounting Services is to protect and preserve the financial resources of the Diocese. Services include financial record-keeping as well as monitoring budgets and financial statements. Accounting Services also performs analyses and prepares financial reports as requested by the Bishop, Chief Financial Officer, Investment Committee, Finance Council and other diocesan departments / councils.

The Accounting Services Office serves all the diocesan offices / departments as well as all of the parishes, schools, and other organizations.

POSITION SUMMARY:

The position is responsible for the day to day operations of Accounting Services and working with investments.

Examples of Essential Job Functions:

1. Provide accounting functions for Cemetery Corporation, Blessed Junipero Serra House of Formation, Land Development Corporation, Diocesan Development Fund (DDF), Inc., and Catholic Insurance Services Corporations.
2. Understand investments. Work with Custodial bank, record investment changes, maintain endowment master reports and send out quarterly endowment statements.
3. Calculate Funds on Deposit and Debt interest apply DDF cash over goal to parishes and run month end reports and open invoice statements.
4. Review open invoices and work with parishes and schools on a payment schedule.
5. Deposit checks electronically to Citizens Business Bank; scan in issued receipts.
6. Verify Priest Health Insurance and prepare journal entry for Pastoral Center charges.
7. Oversee the balancing of DDF batches in collaboration with Mission Advancement.
8. Responsible for generating and printing accounts receivable invoices
9. Oversee Accounts Payable and Accounts Receivable work
10. Responsible for reviewing all check requests to ensure they are within policy and for proper authorization.
11. Responsible for reviewing stale dated checks and report any information to the state as needed.
12. In collaboration with card holder, reconcile monthly Visa statement.
13. Do journal entries as necessary, communicate with various vendors and maintain cash log.
14. Other duties as assigned.

Qualification Guidelines:

1. Bachelor's Degree in Accounting and 5 or more years of work experience in Accounting.
2. Strong analytical skills.
3. Accounts payable experience.
4. Must be detail-oriented.
5. Computer experience in Excel, Access and Microsoft Word.
6. Excellent customer service and communication skills.
7. 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 up to 20lbs., pushing, pulling, kneeling, crouching, crawling,

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.