

Bookkeeper

Our Lady of the Assumption, San Bernardino

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.

Founded in 1954, Our Lady of the Assumption commits to reach out to her community with warm hospitality, strong ministries and vibrant liturgies.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Review and pay all invoices and statements after obtaining proper authorization according to the procedures of the parish.
- Review for correctness all deposits made by collection counters.
- Review correctness all entries of envelope contributions into parishioners' fund records.
- Prepare and distribute all Parishioner Annual Contribution Letters.
- Verify and enter details of transactions to the financial records from source documents such as deposits, invoices, bank statements etc.
- Report payroll changes to the Diocesan Human Resources Department as is necessary.
- Process payroll for parish.
- Prepare the annual budget.
- Prepare monthly financial reports for the Pastor/Administrator and Parish Finance Council by the 15th of the month following the close of the accounting period.
- May attend parish finance council meetings.
- Prepare reports and work with Internal Auditor when necessary.
- Prepare and update monthly or annual reports to Diocese for Sales Tax and 1099s, but not limited to these items.
- To provide other specific items as required by the Pastor/Administrator.
- Attend weekly staff meeting.
- Attend appropriate computer training workshops or classes.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High School and two years technical training or equivalent of bookkeeping experience.
- Must have a minimum of 3 years' experience as a full charge bookkeeper in a parish or secular position.
- Knowledge in accounting, banking procedures and the reconciliation of accounts,
- Computer knowledge and proficiency and ability to develop spreadsheets and reports in Word and Excel.
- Ability to maintain confidentiality in all parish financial and personnel matters.
- Knowledge of the theology and mission of the Church, diocesan policies and procedures, and the goals and priorities of the Parish.
- Ability to successfully pass a background, criminal history, credit history check and diocesan accounting test.
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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 send your resume to:

Our Lady of Assumption Parish

Attn. Susan Doyle

796 W 48th St

San Bernardino, CA 92407

Fax: 909-883-4851

sdoyle@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.