

Bookkeeper
St. Edward Catholic School, Corona

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 St. Edward School mission calls us to educate children, to embrace their diversity, to go out into the world and live as Disciples of Christ.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Provide full charge accounting for school including but not limited to check writing, bank reconciliation general entering and budgeting and financial statement preparation.
- Produce financial reports in an accurate and timely fashion for administrative review.
- Protect privacy, dignity, and confidentiality for school finances, families, and personnel.
- Ability to use a computer in basic word processing, data base, and spreadsheet applications, as well as diocesan ledger program and local school information.
- Exhibit a knowledge and understanding of the Catholic school as a ministry of the Church.
- Prepare billings for accounts receivable.
- Maintain Tuition and Extended Care accounts.
- Provide direction to school personnel regarding financial matters.
- Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.
- Answer phones and greet parents and visitors in the office.
- Conduct other duties as assigned by Administrator.

QUALIFICATION GUIDELINES:

- Degree work in accounting, business administration (or related fields) preferred and/or 5+ years' experience in a related bookkeeping position.
- Experience in business and financial procedures including budget preparation and implementation, accounts payable and receivable, financial report preparation and accountability.
- Willing to further education as needed.
- Successfully complete parish assistance bookkeeper's test.
- Ability to work hours needed by school.
- Ability to use office equipment and technology as needed.
- Ability to be flexible and to multi-task.
- Knowledge of General Accounting Practices and Procedures.

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: Leilani Lister, Principal

St. Edward School

500 Merrill St., Corona, CA 92504

Email: llister@sbdioocese.org or fax to: (951) 737-1074

The Diocese of San Bernardino is an Equal Opportunity Employer.