

BOOKKEEPER

Christ the Redeemer Roman Catholic Church, Grand Terrace
Part-time

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 1980, Christ the Redeemer is a community rich in Benedictine tradition.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Responsible for the maintenance of a complete set of records covering all financial transactions of the parish.
- Classifies, verifies and posts items in the general ledger.
- Balances financial books and records and maintains the general ledger.
- Determines proper records and distribution of debit and credit items.
- Compiles financial statements and reports for the pastor/pastoral coordinator and finance council.
- May process payroll for parish.
- May develop budget for parish with Pastor/Pastoral Coordinator
- May attend parish/finance council meetings.
- Reporting to business manager or directly to the pastor/pastoral coordinator.
- Extensive interaction with parish staff members, outside vendors and diocesan personnel as well as ministry volunteers.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High school diploma and two years college or technical school.
- Must have a clean credit history and clear Department of Justice/FBI record.
- Must have a minimum of three years experience as a full charge bookkeeper in a parish or secular position.
- Must be familiar with GAAP and be able to successfully complete a skills test.
- Requires solid organizational skills and a familiarity with parish process and standards as well as diocesan policies.
- Must have good computer skills and ability to develop spreadsheets and reports on Word and Excel and a working knowledge of diocesan software PDS Ledger and Parish Soft.
- Able to read instructions for safe and correct use of tools and chemicals used in the repair of relevant items.
- Must be available to work 3 days a week, including Saturdays and Sundays.

PHYSICAL REQUIREMENTS:

Sitting, speaking, hearing, seeing, reaching, repetitive hand/finger movements, sense of touch/feel, prolonged gripping of an item, lifting 10+ lbs. on an occasional basis.

Please send your resume to:

Jose Luis M. Crespo, Pastoral Coordinator
Christ the Redeemer Roman Catholic Church
12745 Oriole Ave.
Grand Terrace, CA 92313
Email: jcrespo@sbdioocese.org