

BOOKKEEPER

**Holy Innocents Parish
Victorville**

Pay Range \$20.72 – 27.97

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.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Understand and ensure compliance with Diocese of San Bernardino financial policies and procedures and governmental regulations, and tax laws.
- Responsible for full knowledge of the maintenance of a complete set of records covering all financial transactions of the parish.
- Classifies and verifies all invoices and verifies posted items in the general ledger.
- Balances/Reconciles checkbook and asset accounts with balances with Financial Reports.
- Determines proper records and distributions of debit and credit items.
- Prepares financial statements and reports for Pastor, Financial Council, and others as directed by the Pastor.
- Prepares all check requests, files all paid invoices, keeps up-to-date W-9's.
- Record adjusting journal entries as necessary.
- Assist in developing the budget for the parish.
- Manage budget, including, but not limited to analyze budget vs. actual and review major variances with Pastor.
- Inform the Pastor if unexpected expenses arise as they occur.
- Inform the Pastor of bank balance and general financial status on an ongoing basis, especially if current cash flows may not be sufficient to cover parish's operational needs or if excess funds are available to make extra payments on loan, set aside for contingency fund or capital expenditures, etc.
- Assist Collection Counters with weekly collections.
- Accurately inputs, adds, and updates parishioner records and financial information in the ParishSoft program and prepares and sends reports for offering envelopes.
- Assist Ministers with monthly financial reports.
- Work with Office of Real Estate & Construction for any parish building funds and needs.
- Attend and record the minutes during Pastoral Bookkeeping meetings, finance council meetings, and Vicariate meetings as necessary.
- **Other duties as assigned to ensure the general operation of the Parish.**

QUALIFICATIONS GUIDELINES:

- Minimum of three years' experience as a full charge bookkeeper in a parish, public or private company, with budget and financial reporting experience.
- Discreet in word and conduct.
- Solid understanding of basic bookkeeping and accounting principles.
- High degree of accuracy and attention to detail.
- Hands-on experience with spreadsheets and proprietary software.
- Must be familiar with GAAP and be able to successfully complete a skills test.
- Must have the ability to work in a multi-cultural environment.
- Must have the ability to interact professionally with employees and others.
- Strong verbal and written communications skills.
- Proficient in Microsoft Office, Word, Excel, and ability to develop worksheets.

PHYSICAL REQUIREMENTS:

Standing, walking, sitting, lifting, and carrying up to 30 lbs., pushing, climbing, stooping, crouching, kneeling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand motions, repetitive hand/finger movements, sense of touch/feel, working in confined space or heights.

Interested candidates, please send resume and cover letter to:
Holy Innocents Church
Attn: Rev. Peter T. Phan
pphan@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.