

ACCOUNTANT

Office of Parish Assistance, Pastoral Center

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 Office of Parish Assistance is part of the Ministry of Financial Affairs in the Diocese of San Bernardino. It was established to assist the churches and schools of the Diocese with fiscal matters, bookkeeping, internal controls, asset management as well as accounting procedures and policies.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Provide in-house and onsite full-charge Accounting Services for Parishes and Schools including, but not limited to, check writing, bank reconciliations, journal entries, budgeting and financial statement preparation.
- Review internal controls with Parish Staff.
- Interact with Finance Council members periodically when needed.
- Provide bookkeeping problem solving services to parish and school bookkeepers in an atmosphere of collaboration with other Parish Assistance staff.
- Assists in training of parish and school bookkeepers; assist in planning and organizing the Fiscal Management Conference.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High school plus two or three year's specialty or technical training. Bachelor's Degree preferred.
- Requires a minimum of 3 years' experience in a related position, and a minimum of 2 years full-charge bookkeeping experience in a non-profit environment.
- Computer skills: Microsoft Word and Excel. PDS Ledger Experience preferred.
- Prior hands on experience with parish and/or Catholic school bookkeeping preferred.
- Thorough understanding of Diocesan Policies and Procedures.
- Must be a self-starter and have effective budgeting skills.
- Working knowledge of Generally Accepted Accounting Principles.
- Must have ability to effectively process and complete multiple tasks.
- Must have ability to effectively communicate both inside and outside of the office.
- Must have ability to work in a multi-cultural environment.
- Must have a valid California Driver's License and ability to travel as required.
- Bilingual (English/Spanish) preferred.

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 15 lbs., 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 extreme.

Interested candidates, please forward your resume to:

Attention: Maria Harkin
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.