

BUSINESS MANAGER
Saint John XXIII, Fontana & Rialto

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 2006 with the combination of St. Thomas More in Rialto and Resurrection in Fontana, St. John XIII seeks to nourish the Gospel of Jesus Christ in all families and people. We are currently accepting resumes for a Business Manager.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Prepare and oversee parish budget.
- Act as human resource consultant in collaboration with diocesan Director of Human Resources.
- Collaborate with parish finance council and ministry leaders with regards to budget and record keeping.
- Represent the Pastor in some business matters.
- Classify, verify and post items in the general ledger; balance financial books and records and maintain the general ledger.
- Determine proper records and distribution of debits and credit items.
- Compile financial statements and reports for Pastor.
- Oversee collection counters and data entry.
- Oversee all activities relevant to the repair, maintenance and improvement of parish buildings and interiors.
- Coordinate financial matters for annual festival.
- Prepare weekly bulletin financial report.
- Assist with DDF pledges and payments.
- Verify and process Parish Pay data.
- Other duties as assigned.

MINIMUM REQUIREMENTS:

- Bachelor's / Associate's Degree in Business, Finance or Accounting or equivalent experience preferred.
- Five years of business experience and extensive knowledge of financial management practices along with basic knowledge of employment law.
- Must be knowledgeable about accounting principles and practices (screening test required).
- Strong verbal and written communication skills; and good interpersonal, supervisory and customer service skills.
- Ability to multi-task, work under pressure and meet deadlines, required.
- Strong working knowledge of Microsoft Word and Excel is required. Knowledge of Parish Data Systems (PDS), and/or Parish-Soft products and systems is helpful.
- Knowledge and understanding of the Catholic Church and its mission required.

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.

Please submit resume with work history and Diocesan Employment Application no later than June 15 to:
ATTN: Rev. Imo Cletus, 7650 Tamarind Ave, Fontana, CA 92336
FAX: (909) 822-0620