Accountant
Office of Accounting Services, 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 primary purpose of Accounting Services is to protect and preserve the financial resources of the Diocese. Services include financial record-keeping as well as monitoring budgets and financial statements. Accounting Services also performs analyses and prepares financial reports as requested by the Bishop, Chief Financial Officer, Investment Committee, Finance Council and other diocesan departments / councils. The Accounting Services Office serves all the diocesan offices / departments as well as all of the parishes, schools, and other organizations.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:
2. Calculate Funds on Deposit and Debt interest and apply DDF cash over goal to parishes.
3. Create ACH batches for Seminarians and priests.
4. Review open invoices and work with parishes and schools on a payment schedule.
5. Prepare Journal Entries as needed.
8. Review all check requests for proper authorization and within policy.
9. Review stale dated checks and reports any information to the state as needed.
10. Send Monthly Reports and Reconcile VISA Statement.
11. Other duties as assigned.
13. Phone Calls to vendors etc.
15. Other duties as assigned.

QUALIFICATION GUIDELINES:
1. Bachelor’s Degree in Accounting and 3 or more years of work experience in Accounting.
2. Strong analytical skills.
3. Accounts payable experience.
4. Must be detail-oriented.
6. Excellent communication skills.
7. Must have ability to interact professionally with all employees and people coming into the office.
8. Must have ability to work in a multi-cultural environment.

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 20lbs., 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 and salary requirements to:
Diocese of San Bernardino
Attn. Sinia Bustamante
1201 E. Highland Avenue
San Bernardino, CA 92404
Email: employment@sbdiocese.org
Fax: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.