

## **Accounting Clerk**

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 accounts payable for Parishes and Schools. Processes bill payments of the parish and schools including verifying and posting of bills.
- Able to prepare and process checks for multi entities
- Able to process and enter 100-200 invoices per week
- Collaborate with other Parish Assistance staff to address accounts payable issues at the parish and school level, to solve problems and make corrections as needed; keeping information confidential.
- Assist in the training workshops of parish and school bookkeepers; assist in planning and organizing the Bi-Annual Fiscal Management Conference.
- Complete special projects and other duties as assigned.
- Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

- Requires a minimum of 2 years' experience in a related position. Bachelor's Degree preferred.
- High mathematical aptitude, an ability to analyze mathematical information quickly and Computer skills: Microsoft Word and Excel. Ability to use accounting software.
- Deadline oriented with attention to detail and data entry skills.
- Working knowledge of Generally Accepted Accounting Principles and financial statements of Nonprofits.
- Must have ability to communicate effectively verbally and in writing.
- Must have ability to interact professionally with all employees and people coming into 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 and salary requirements to:**

**Diocese of San Bernardino**

**Attn. Sinia Bustamante**

**1201 E. Highland Avenue**

**San Bernardino, CA 92404**

**Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org)**

**Fax: 909-475-5189**

**The Diocese of San Bernardino is an Equal Opportunity Employer.**