

Accounts Payable Clerk

Department of Financial Affairs, 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.

Welcome to the Accounting Services web page. 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:

1. Process check requests and verify supporting documentation is attached, including audit of appropriate documentation, approvals, and coding.
2. Verify FOD/RFOD Check Request for Funds.
3. Enter invoices into Accounting Software.
4. Produce check run and manual checks upon request.
5. Managing check cancellations, re-issues, voids on both accounting software and bank portal for Diocesan checking accounts.
6. Create and enter General Journals as required to re-class expenses, etc.
7. Identifying new vendors needing system set-up for Check Requisitions, and if rent/service-provider making initial request for W-9 (Request for Taxpayer ID), before passing information to Accounting Services staff for set-up in accounting software.
8. Maintain W-9 records for rent/service provider vendors.
9. Deposit checks electronically to Citizens Business Bank.
10. Maintain vendor payment files.
11. Distribute petty cash and monthly budget reports.
12. Provide accounting functions for Cemetery Corporation, St. Junipero Serra House of Formation, Land Development Corporation, and Catholic Insurance Services.

QUALIFICATION GUIDELINES:

1. High school diploma or GED. A minimum three years of experience in a comparable position.
2. Must be a people's person with ability to work in a multi-cultural environment.
3. Must possess excellent organizational skills and attentive to detailed processes.
4. Computer skills including Word, Excel, and ability to operate various office machines including: copier, fax machine, phone, 10-key, etc.
5. Must have effective ability to file alpha/numerically.
6. Must comply with all applicable Organization, Department, and Office policies and procedures and security and safety policies and procedures.
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, 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. David Acosta

1201 E. Highland Avenue

San Bernardino, CA 92404

Email: employment@sbdioocese.org

Fax: 909-475-5189

Applicant Deadline is: March 15, 2020The Diocese of San Bernardino is an Equal Opportunity Employer.