

BOOKKEEPER

St. Louis Church Cathedral City \$18.00 to \$20.00 an hour DOE

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 Roman Catholic Community of St. Louis of France is a family of Christian believers who serves with faith and hope striving to bring God's love to all people through Word and action.

The bookkeeper provides day-to-day fiscal and operational services, computer input/output services. The position reports to the Pastor and the Office Manager.

Responsibilities Include, But Are Not Limited To:

- Maintains/Prepares bookkeeping and payroll service to the parish.
- Provides computer input/output services for accounting.
- Prepares bank deposits and records receipts.
- Prepares vouchers including coding and payment of outstanding invoices.
- Reconciles parish books.
- Prepares financial statements as requested.
- Attends all diocesan, staff and parish meetings as necessary.
- Must meet deadlines for Payroll, End of Month, End of Year, Budget, etc. to avoid significant financial penalties
- Other duties as assigned.

Requirements/Skills/Education

1. Must have organizational skills.
2. Must have ability to meet deadlines.
3. Must have ability to maintain confidentiality.
4. Must have ability to perform outlined task.
5. AA, BS/BA degree Accounting, Bus. Administration.
6. Previous training or applicable experience in bookkeeping.
7. Effective ability to utilize computer/programs including Word and Excel.
8. Ability to perform effectively in a multicultural environment.
9. Ability to effectively collaborate with parishioners, other office, Pastor and Parishes.

Physical Requirements

Includes but not limited to walking, standing, sitting, kneeling, lifting and caring 25 lbs., bending, whole body movement, repetitive arm/hand motions, hearing, speaking and seeing. Position requires utilizing PC, including reading the screen and utilization of keyboard.

Interested candidate please email resume to:

Fr. Luis A. Guido
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(760) 328-2398