

**Bookkeeper**  
**Blessed John XXIII**  
**Full Time: 40 hrs.**

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.

**POSITION SUMMARY:**

The Bookkeeper position, directly associated with Parish Operations, is entrusted with the Stewardship of the financial activities of the parish. The Bookkeeper's education and technical skills will be used for the benefit of the Church and enhancement of parish effectiveness. As a steward of the parish finances, the Bookkeeper maintains and records all business transactions and offers clerical support to the Pastor in the collection. The Bookkeeper is a self-starter, a good multi-tasker, and can work well with teams and on his/her own. The Bookkeeper is responsible for ensuring the implementation of all Diocesan policies and procedures, acting as a liaison to Diocesan offices and agencies.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

- Understand and ensure compliance with Diocese of San Bernardino financial policies and procedures and governmental regulations, and tax laws.
- Responsible for full knowledge of the maintenance of a complete set of records covering all financial transactions of the parish.
- Classifies and verifies all invoices and verifies posted items in the general ledger.
- Balances/Reconciles checkbook and asset accounts with balances with Financial Reports.
- Determines proper records and distributions of debit and credit items.
- Prepares financial statements and reports for Pastor, Financial Council, and others as directed by the Pastor.
- Prepares all check requests, files all paid invoices, keeps up-to-date W-9's.
- Record adjusting journal entries as necessary.
- Assist in developing the budget for the parish.
- Manage budget, including, but not limited to analyze budget vs. actual and review major variances with Pastor.
- Inform the Pastor if unexpected expenses arise as they occur.
- Inform the Pastor of bank balance and general financial status on an ongoing basis, especially if current cash flows may not be sufficient to cover parish's operational needs or if excess funds are available to make extra payments on loan, set aside for contingency fund or capital expenditures, etc.
- Assist Collection Counters with weekly collections.
- Accurately inputs, adds, and updates parishioner records and financial information in the ParishSoft program and prepares and sends reports for offering envelopes.
- Assist Ministers with monthly financial reports.
- Work with Office of Real Estate & Construction for any parish building funds and needs.
- Attend and record the minutes during Pastoral Bookkeeping meetings, finance council meetings, and Vicariate meetings as necessary.
- Necessary Typing, letter writing, and translations (as assigned)
- Routine filing of paperwork and keeping pertinent office files current.
- Closes, locks, and secures the office at the end of the day.
- Keeps workstation and surrounding areas neat and clutter-free.
- Keeps office personnel informed of unusual or threatening situations that may arise.
- Distributes information through the use of conversation, telephone, mail, and/or e-mail.
- **Other duties as assigned to ensure the general operation of the Parish.**

**REQUIRED ATTRIBUTES**

- Demonstrates flexibility in adjusting to the needs of the parish.
- Ability to uphold ethical standards, handle confidential information responsibly, and be a trusted member in the parish community.

- Exhibits a spirit of hospitality toward all participants and community members.
- Upholds a high standard of professionalism in all responsibilities.
- Provides excellent customer service to participants, families, and parishioners.
- Promotes teamwork by collaborating effectively with catechists, staff, and volunteers.
- Ability to follow and implement policies and procedures set by the Bishop, Pastor, and Diocesan Offices.
- Open to additional training to enhance knowledge and effectiveness for the position.

### **SKILLS & EXPERIENCE REQUIRED**

- In-depth knowledge of financial policies, procedures, and tax regulations, specifically within the Diocese of San Bernardino or similar religious organizations.
- Familiarity with governmental financial regulations and tax laws as they apply to nonprofit and religious organizations.
- Proficiency in bookkeeping and accounting, including understanding of general ledger functions, reconciling accounts, and maintaining financial transaction records.
- Ability to classify, verify, and post items accurately, and record adjusting journal entries as necessary.
- Ability to analyze financial statements and reports and review budget versus actual performance.
- Competency in Excel and other financial reporting tools for preparing statements and budget analysis.
- Strong attention to detail to ensure accurate bookkeeping, invoicing, and check requests.
- Demonstrated experience in budget planning, financial forecasting, and managing parish or organizational budgets.
- Must have ability to interact professionally and in pastoral manner with all employees and people coming into the parish.

### **QUALIFICATION GUIDELINES:**

- Minimum of three (3) years' experience as a full-charge bookkeeper in a parish, public or private company, with budget and financial reporting experience.
- Discreet in word and conduct.
- Solid understanding of basic bookkeeping and accounting principles.
- High degree of accuracy and attention to detail.
- Hands-on experience with spreadsheets and proprietary software.
- Must be familiar with GAAP and be able to successfully complete a skills test.
- Must have the ability to work in a multi-cultural environment.
- Must have the ability to interact professionally with employees and others.
- Strong verbal and written communications skills.
- Proficient in Microsoft Office, Word, Excel, and ability to develop worksheets.

### **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting; lifting, pushing, pulling and carrying up to 25 lbs., 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 cover letter to:**

**Blessed John XXIII**  
**7650 Tamarind Ave Fontana, CA 92336**  
**Attn: Sonia Portillo**  
**Email: [sportillo@sbdiocese.org](mailto:sportillo@sbdiocese.org)**  
**Main Office: (909) 822-4732**

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