

BOOKKEEPER/SECRETARY

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.

Our Lady of Mount Carmel Catholic Church in Rancho Cucamonga is seeking a full time Bookkeeper/Secretary who is experienced in bookkeeping and maintaining records of financial transactions, and experienced in secretarial duties.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Perform general bookkeeping duties such as; payment and cash receipts processing, reconcile and maintain general ledger accounts, and financial records.
- Prepare financial statements and reports for pastor and finance council.
- Assist in developing parish annual budget.
- Attendance at staff and finance council meetings.
- Perform secretarial duties to include but not limited to: maintain office and sacramental documents, correspondence, schedule and calendar, and financial records.
- Answer and direct telephone inquiries.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Minimum of two years' experience as a full charge bookkeeper.
- Solid understanding of basic bookkeeping, accounting principles, and GAAP.
- High degree of accuracy and attention to detail.
- Hands-on experience with spreadsheets and proprietary software.
- Must have good organization skills.
- Must have ability to work in a multi-cultural environment.
- Strong verbal and written communication skills.
- Maintains a high level of confidentiality.
- Biliterate, Bilingual (English/Spanish) is preferred.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 30 lbs., 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 to:

Our Lady of Mount Carmel Catholic Church

Attn: Rev. Sagay Emmanuel, MSC

10079 Eighth St, Rancho Cucamonga, CA 91730

Email: semmanuel@sbdioocese.org