

Bookkeeper

Our Lady of Mount Carmel Catholic Church, Rancho Cucamonga

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.

Founded in 1905, Our Lady of Mount Carmel is committed to devoting time, talent and treasure to fulfill the spiritual needs of the community.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Responsible for the maintenance of a complete set of records covering all financial transactions of the parish.
- Classifies, verifies and posts items in the general ledger.
- Balances financial books and records and maintains the general ledger.
- Determines proper records and distributions of debit and credit items.
- Reconcile bank and asset accounts.
- Prepares financial statements and reports for pastor and finance council.
- Assist in developing budget for the parish.
- Attendance at staff and finance council meetings.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Minimum of three years' experience as a full charge bookkeeper in a parish, public or private company.
- 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 ability to work in a multi-cultural environment.
- Must have ability to interact professionally with all employees and people coming into the office.
- Strong verbal and written communication skills.
- Proficient in Microsoft Office, email, and internet usage.
- 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: sagaymscraj@gmail.com

semmanuel@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.