

**BOOKKEEPER
(Part Time)
ST. MARGARET MARY, CHINO**

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.

In applying for the position of part time bookkeeper, kindly consider the job description and qualifications below.

Job Description:

- a. Secure a complete set of records of all financial transactions of the parish.
- b. Review and pay all invoices and statements.
- c. Prepare approved checks for signature
- d. Review all deposits made by collection counters.
- e. Prepare monthly financial reports for the parish finance council.
- f. Generate financial information as requested by the Pastor.
- g. Reconcile bank statement monthly.
- h. Provide financial reports when asked.
- i. Prepare yearly financial budget.
- j. Arrange and prepare what are needed during meetings of finance council.
- k. Prepares and keeps minutes of finance council meetings.

Education and Qualifications Required:

- a. A high school diploma and two years, or equivalent of bookkeeping experience.
- b. Knowledge in accounting, banking procedures and the reconciliation of accounts.
- c. Computer knowledge and skills.
- d. Ability to maintain confidentiality in all parish financial matters.
- e. Be responsible, dependable, and dedicated.
- f. Ability to pass the diocesan bookkeeping test before hire with an 80% or better.
- g. Knowledge of Sage Intacct Software and diocesan financial policies are a plus.
- h. Willing to be trained

PHYSICAL REQUIREMENTS:

Standing, walking, sitting, lifting and carrying up to 30 lbs., pushing, climbing, stooping, crouching, kneeling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand motions, repetitive hand/finger movements, sense of touch/feel, working in confined space or heights.

The position of Bookkeeper is a ministry of trust, responsibility, accountability, and financial expertise. The parish Bookkeeper must maintain a harmonious working relationship with the Pastor, Parochial Vicar, Office Manager, the Parish/ Finance Council Members, Parish Staff, and fiscal offices of the Diocese. Please contact Marianne Hacker @ (909) 591-7400

The Diocese of San Bernardino is an Equal Opportunity Employer.