

BOOKKEEPER

St. John XXIII Catholic Community, Fontana/Rialto

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 2006 with the combination of St. Thomas More in Rialto and Resurrection in Fontana, St. John XIII seeks to nourish the Gospel of Jesus Christ in all families and people.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Responsible for all orders adhering to the fiscal year budget
- Review all financial reports and prepare annual budget
- Collaborates with parish finance council and ministry leaders with regard to budget and record keeping.
- Compile monthly financial statements and reports for the Pastor and Finance Council at the end of the month.
- Assures the implementation and maintenance of a financial bookkeeping system for the parish. This is accomplished by Maintaining accurate and current accounts payable and receivable data system.
- Processing all check requests and assuring there is proper authorization for expenditures in all program and operating accounts.
- Reconciles bank statements on a monthly basis.
- Assures the maintenance of parish payroll system.
- Assures all appropriate taxes are withheld and that quarterly government reports are prepared and submitted in a timely manner. Prepares and distributes W-2 and 1099 forms.
- Assures all contributions to the parish are accounted for in an accurate and timely manner. This is accomplished by overseeing the counting and recording of contributions by parishioners and depositing all parish collections on a weekly basis.
- Coordinates volunteers for money counting and record-keeping. This is accomplished by recruiting, screening, training, and overseeing the work of volunteers for these tasks. Maintains records, written information and various forms for employee needs.
- Reviews all financial reports and prepares all the annual parish budget.
- Provides bookkeeping services and advice for those who direct the various fundraising efforts for the parish, including the parish ministries, Summerfest, and special collections.
- Responsible for attending all Diocesan and Vicariate meetings.
- Ability to honor and maintain confidentiality.
- Other duties as assigned.

QUALIFICATIONS REQUIRED:

- Accounting degree or equivalent in bookkeeping or accounting
- At least 3 years successful work experience in bookkeeping.
- Knowledge of computer bookkeeping systems and parish software programs.
- Ability to plan and organize work schedule and meet deadlines.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 15lbs, 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.

Please submit resume with work history and Diocesan Employment Application no later than July 30th to:

St. John XXIII Catholic Church

Attn: Rev. Cletus Imo

7650 Tamarind Ave

Fontana, CA 92336

email: cimo@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.