

Bookkeeper

St. Joseph Catholic Church, Upland

(20 hours per week)

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 1922, St. Joseph is a community that celebrates its diversity in multi-lingual and -cultural liturgies and parish events that help the parishioners come together as a family.

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.
- Compiles financial statements and reports for pastor and finance council.
- Assist in developing budget for parish.
- Attendance at staff and finance council meetings.
- Other duties as assigned.

QUALIFICATIONS REQUIRED:

- Minimum of three years' experience as a full charge bookkeeper in a parish or secular position.
- Must be familiar with GAAP and be able to successfully complete a skills test.
- Requires solid organizational skills and a familiarity with parish process and standards as well as diocesan policies.
- Must have good computer skills and ability to develop spreadsheets on Word and Excel.
- 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:

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.

Interested candidates, please forward your resume and salary requirements to:

Catholic Community of St Joseph

Attn: Christina Berry

877 N Campus Ave.

Upland, CA 91786

Email: cberry@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer