

BOOKKEEPER

PART-TIME

ST. FRANCES XAVIER CABRINI

The Roman Catholic Community of St. Frances Xavier Cabrini is a family of Christian believers filled with faith and hope striving to bring God's love to all people through Word and action.

St. Frances Xavier Cabrini is currently accepting resumes for the position of Bookkeeper.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Prepares and oversees parish budget
- Collaborates with parish finance council and ministry leaders in regards to budget and record keeping.
- Classifies, verifies and posts items in the general ledger
- Balance financial books
- Performs bank reconciliations, and maintains the general ledger.
- Determines proper records and distribution of debits and credit items.
- Compiles financial statements and reports for Pastor and Finance Council and attends monthly finance council meetings.
- Oversees collection counters and data entry volunteers
- Oversees SCRIP ministry
- Coordinates financial matters for annual festival and other parish fundraising events.
- Prepares weekly bulletin financial report.
- Oversees DDF pledges and payments.
- Ability to work in a multicultural environment
- Oversees the completion of documentation for contract agreements and contractor services
- Orders receipts books for parish donations
- Assists ministry leaders with their ministry budget accounts and provides monthly budget reports to ministry leaders.
- Creates monthly budget reports for ministry leaders

- Attends formation workshops from the Office of Parish Assistance as needed
- Perform other duties as assigned

SKILLS & EXPERIENCE REQUIRED

- AA or BA Degree in Accounting
- Bookkeeper certification is required
- Accounting/Bookkeeping experience
- strong computer skills in Microsoft word, Access, Excel, Power Point
- Ability to operate office machines: telephone system, fax, scanner, copier machines, computer and printer
- Knowledge of Parish Soft desirable
- Excellent organizational, communication, and analytical skills
- Must have knowledge of parish ministry procedures and protocols

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of hand movement, Standing, walking, sitting, lifting and stooping, kneeling, hearing, speaking, seeing, reaching, repetitive hand/finger movements, sense of touch/feel, whole body movement.

Interested candidates, please forward your resume to:

Rev. Santos Ortega

St. Frances Xavier Cabrini

12687 California St

Yucaipa, CA 92399

Email: sortega@sbdiocese.org or fax to (909)790-5803

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