

Business Administrative Assistant

Holy Name of Jesus Parish, Redlands

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. Marys and Sacred Heart, The Holy Name of Jesus is committed to blend years of tradition and culture to create a united Catholic community.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Preparing annual budget, journal entries, payroll for data input, financial statements, quarterly sales and use tax reports; Manages end-of-year tax statements for donors.
- Reviewing and processes invoices; Issues checks.
- Recording collections; Reconciles bank and asset accounts
- Developing and maintaining Donor Management Software and paper records, including correspondence; Assists with processing all donor correspondence.
- Researching / Analyzing data and providing reports for individual and corporate prospects; and all parish operations, including fundraising and financial projections; assists with grant writing as needed
- Preparing and disseminating materials for quarterly Parish Finance Council meetings, Development efforts, and Corporate Board meetings; weekly reports for bulletin publication; and staff/ministry budgets.
- Maintaining and securing parish property inventory, including but not limited to facility keys, files, and records which must be retained.
- Assisting the Pastor/Pastoral Coordinator with human resources paperwork for employee new hires, terminations, changes in status; disseminating benefits information, and maintaining personnel files.
- Other duties as assigned

QUALIFICATION GUIDELINES:

- Bachelor's Degree in Business Management, Accounting, or related field
- Practicing Catholic with good standing in the Church.
- Must be familiar with GAAP and be able to successfully complete a skills test.
- Minimum of three years' experience as a full charge bookkeeper in a parish, non-profit, or secular position is preferred.
- Excellent organizational and administrative skills.
- Excellent computer skills; Microsoft Office Suite – Word, Excel, Access, Publisher, Power Point. Experience with database management and desktop publishing software is preferred.
- Very strong interpersonal and writing skills. Bilingual preferred. (English/Spanish)
- Ability to collect and interpret data, establish facts, draw valid conclusions.
- Ability to apply creativity and critical thinking to develop strategic solutions for successful short- and long- term fundraising goals, including financial / organization processes and reporting, including but not limited to the use of mobile apps, donor management software, new technology / hardware.
- Ability to collaborate positively and professionally with staff, donors, and business contacts.
- Ability to build relationships with a variety of people from various backgrounds and cultures within and without the parish community.
- Knowledge of fundraising techniques, sales and/or marketing experience, social media marketing, event financial management is preferred.
- This position is evaluated bi-annually during the first year, and annually after that.
- Practical knowledge of Audio-Visual equipment, Square/Donation hardware and software.
- Completion of the Diocesan Parish Ministers Formation Program (PMFP).
- 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.

PHYSICAL REQUIREMENTS:

Standing, walking, sitting, lifting and carrying up to 25 lbs., pushing pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand/finger movements, sense of touch/feel, working in confined space of heights, temperature extremes.

Interested candidates, please forward your resume and salary requirements by September 1, 2019 to:

Holy Name of Jesus Parish
Attn: Dcn. Steve Serembe
115 W Olive Ave
Redlands, CA 92373
Email: sserembe@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.