

## **SECRETARY/BOOKKEEPER**

### **Blessed Sacrament Catholic Church**

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.

Blessed Sacrament Catholic Church in Twentynine Palms is seeking a full time Secretary/Bookkeeper, who is experienced in secretarial duties, and experienced in bookkeeping and maintaining records of financial transactions.

#### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Perform secretarial duties to include but not limited to: maintain office and sacramental documents, correspondence, schedule and calendar, and financial records.
- Answer and direct telephone inquiries.
- Attendance at Staff and Parish Finance Council meetings.
- Perform general bookkeeping duties, such as payment and cash receipts processing, reconcile and maintain general ledger accounts, and financial records.
- Prepare financial statements and reports for Administrator and Parish Finance Council.
- Assist in developing parish annual budget.
- Other duties as assigned.

#### **QUALIFICATION GUIDELINES:**

- Must have good organization skills.
- Ability to work in a multi-cultural environment.
- Strong verbal and written communication skills.
- Maintains a high level of confidentiality.
- Biliterate, Bilingual (English/Spanish) is preferred.
- Must have ability to interact professionally with all employees and people coming into the office.
- High degree of accuracy and attention to detail.
- Hands-on experience with spreadsheets and proprietary software.
- Minimum of two years experience as a full charge bookkeeper.
- Solid understanding of basic bookkeeping, accounting principles, and GAAP.

#### **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 30 lbs., and stooping, standing, sitting, lifting and carrying, 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.

**Interested candidates, please forward your resume to:**

**Attn: Rev. Eliseus Uju**

**6785 Sage Ave, Twentynine Palms, CA 92277**

**Email: [eliseusuju@sbdioocese.org](mailto:eliseusuju@sbdioocese.org)**

**The Diocese of San Bernardino is an Equal Opportunity Employer.**