

Secretary/Bookkeeper

Saint Junipero Serra Parish, Phelan

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.

Saint Junipero Serra Parish, Phelan, was founded in early 1988.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Answers phones, takes messages and/or refers callers to appropriate party
- Registers new parishioners.
- Assists with copy work
- Prepares Sunday documents; prayers of the faithful, announcements and bulletin
- Sorts and distributes mail
- Classifies, verifies and posts items in the general ledger
- Balances financial books and records and distribution of debit and credit items
- Compiles financial statements and reports for pastor and finance council
- Prepares invoices and processes distribution of payments according to parish
- Receives and record payments for various programs
- Types general correspondence and Sacramental certificates
- Maintains Sacramental records
- Processes payroll for parish staff
- Helps in developing a proposed budget for Pastor and finance council
- Attends finance council meetings
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Must have good basic clerical and computer skills
- knowledge of Word and Excel and an ability to create spreadsheets and reports.
- requires a high level of pastoral, interpersonal skills, solid organization skills and a familiarity with parish process and standards as well as diocesan policies.
- minimum of three years' experience as a full charge bookkeeper in a parish or secular position
- familiar with GAAP and able to successfully pass the diocesan skills test.
- Must be knowledgeable of Catholic teaching, parish ministries, and an ability to speak and write in the English and Spanish languages.
- High School diploma Required and two years college or technical school,
- Completion of PMFP is required, but the completion of CMFP is preferred.
- 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:

Sitting, speaking, hearing, seeing, reaching, repetitive hand/finger movements, sense of touch/feel, prolonged gripping of an item, lifting 10+ lbs on an occasional basis.

Please submit resume with work history and Diocesan Employment Application to:

St. Junipero Serra Parish
Attn: Cecile Quick
8820 Sheep Creek Road
Phelan, CA 92371
email: cquick@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.