

## **Staff Accountant**

### **Staff Accountant, Pastoral Center**

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.

The Office of Parish Assistance is part of the Ministry of Financial Affairs in the Diocese of San Bernardino. It was established to assist the churches and schools of the Diocese with fiscal matters, bookkeeping, internal controls, asset management as well as accounting procedures and policies.

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

- Provide in-house Accounting Services for Parishes and Schools including, but not limited to, bill payments, bank reconciliations, cash receipts, journal entries, budgeting and financial statement preparation.
- Verify approval on all invoices and check requests and invoice coding.
- Audits and verifies reimbursements and expenses reports.
- Reconcile processed Accounts payable by verifying entries and comparing systems reports to balances.
- Review payment process for continuing improvements.
- Ability to always interact with parish/school staff and vendors on a regular basis in a professional manner.
- Prepare analysis of accounts and produce monthly reports.
- Provide bookkeeping support to parish and school bookkeepers in an atmosphere of collaboration with other Parish Assistance staff.
- Assists in training of parish and school bookkeepers; assist in planning and organizing the Fiscal Management Conference.
- Other duties as assigned.

#### **QUALIFICATION GUIDELINES:**

- Bachelor's Degree in a business-related field, Accounting preferred.
- Requires a minimum of 3 years' experience in a related position, and a minimum of 2 years full-charge bookkeeping experience in a non-profit environment.
- Computer skills: Microsoft Word, Excel, QuickBooks or Peachtree. Accounting Software Experience preferred.
- Prior hands on experience with parish and/or Catholic school bookkeeping preferred.
- General understanding of Diocesan Policies and Procedures.
- Able to meet deadlines, with excellent organizational and analytical skills.
- Working knowledge of Generally Accepted Accounting Principles.
- Must have ability to effectively process and complete multiple tasks.
- Must have ability to effectively communicate both inside and outside of the office.
- 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.
- Must have a valid California Driver's License and ability to travel as required.
- Bilingual (English/Spanish) preferred.

#### **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 15 lbs., 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 extreme.

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

**Diocese of San Bernardino**  
**Attn. Sinia Bustamante**  
**1201 E. Highland Avenue**  
**San Bernardino, CA 92404**  
**Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org)**  
**Fax: 909-475-5189**

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