

**Administrative Assistant  
Office of Parish Assistance, 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 Parish Assistance ministry educates, guides and supports the administrators and bookkeepers of parishes and schools in the Diocese of San Bernardino on all fiscal matters. Utilizing the many gifts and talents of our staff, the Parish Assistance ministry works together to provide leadership and is committed to the Diocesan mission to fill lives with hope.

**The Office of Parish Assistance is currently accepting resumes for the position of Administrative Assistant.**

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

- Answer phone calls; assist with policy, PDS (Parish Data System) ledger and fundraising queries.
- File, receive and distribute mail and order office supplies.
- Liaison for processing bank signature cards.
- Data entry/bank reconciliations for assigned parishes and yearly parish/school financial reports.
- Maintain databases, website and publish electronic newsletter.
- Maintain and process year end file for 1099's.
- Back-up administrative assistance for Chief Financial Officer.
- Schedule, organize, and assist with workshops.
- Assist Auditor in preparation of audit reports.
- Follow-up on parish/school audit action plans.
- Assist with planning and organizing Fiscal Management Conference.
- Special projects as needed.
- Other duties as assigned.

**QUALIFICATION GUIDELINES:**

- High school plus one to two years university, community college, business or trade school.
- 5 years' experience in a related position.
- Computer skills: Word, Excel, Power point, Publisher and Access.
- Accounting/Bookkeeping experience.
- Parish Data System (PDS) Ledger experience preferred.
- Bilingual English/Spanish a plus.

**PHYSICAL REQUIREMENTS:**

Standing, walking, sitting, lifting heavy loads 30 lbs, bending, hearing, speaking, seeing, repetitive arm/hand/finger movements and sense of touch/feel.

Interested candidates, please forward your resume to:

Attention: Maria Harkin  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404

Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org) or fax to: 909-475-5189