

# BOOKKEEPER

## PART-TIME

### ST. FRANCES XAVIER CABRINI

The Roman Catholic Community of St. Frances Xavier Cabrini is a family of Christian believers filled with faith and hope striving to bring God's love to all people through Word and action.

**St. Frances Xavier Cabrini is currently accepting resumes for the position of Bookkeeper.**

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

- Prepares and oversees parish budget
- Collaborates with parish finance council and ministry leaders in regards to budget and record keeping.
- Classifies, verifies and posts items in the general ledger
- Balance financial books
- Performs bank reconciliations, and maintains the general ledger.
- Determines proper records and distribution of debits and credit items.
- Compiles financial statements and reports for Pastor and Finance Council and attends monthly finance council meetings.
- Oversees collection counters and data entry volunteers
- Oversees SCRIP ministry
- Coordinates financial matters for annual festival and other parish fundraising events.
- Prepares weekly bulletin financial report.
- Oversees DDF pledges and payments.
- Ability to work in a multicultural environment
- Oversees the completion of documentation for contract agreements and contractor services
- Orders receipts books for parish donations
- Assists ministry leaders with their ministry budget accounts and provides monthly budget reports to ministry leaders.
- Creates monthly budget reports for ministry leaders

- Attends formation workshops from the Office of Parish Assistance as needed
- Perform other duties as assigned

### **SKILLS & EXPERIENCE REQUIRED**

- AA or BA Degree in Accounting
- Bookkeeper certification is required
- Accounting/Bookkeeping experience
- strong computer skills in Microsoft word, Access, Excel, Power Point
- Ability to operate office machines: telephone system, fax, scanner, copier machines, computer and printer
- Knowledge of Parish Soft desirable
- Excellent organizational, communication, and analytical skills
- Must have knowledge of parish ministry procedures and protocols

### **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of hand movement, Standing, walking, sitting, lifting and stooping, kneeling, hearing, speaking, seeing, reaching, repetitive hand/finger movements, sense of touch/feel, whole body movement.

Interested candidates, please forward your resume to:

Rev. Santos Ortega

St. Frances Xavier Cabrini

12687 California St

Yucaipa, CA 92399

Email: [sortega@sbdiocese.org](mailto:sortega@sbdiocese.org) or fax to (909)790-5803