

ASSISTANT BOOKKEEPER

St. Mother Teresa of Calcutta, Winchester

Full-Time (35-40 Hours/week)

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Ensure compliance with Diocese of San Bernardino financial policies and procedures as well as governmental regulations and tax laws.
- Accounts payable/Receivables -Classification, verification and posting of items in the general ledger.
- Maintain and balance Accounts Payable Ledger
- Capital Campaign management- Pledges and all related work associated with the set-up, posting, pledge uploading and customer service.
- Preparation all check requests including monthly supply priest payments
- Responsible for electronic filing of BOE use-tax reporting.
- Responsible for all W-9 vendor tracking and reporting to Diocesan Offices
- Assist bookkeeper with Payroll entries/adjustment to ADP TimeSaver
- Work with parish counters and provide support when necessary
- Become proficient in Sage Accounting, We-Share on-line giving and ParishSoft Programs.
- Attendance to all staff and vicariate meetings
- Attendance to all diocesan related workshops
- Other duties as assigned

SKILLS & EXPERIENCE REQUIRED

- Minimum of one year experience working in accounting
- Basic knowledge of GAAP.
- Excellent organizational and time management skills.
- Must have good computer skills and familiarity with excel

POSITION SCOPE

Reports to Business Manager/Bookkeeper. Extensive interaction with parish staff and pastor on a regular basis and visitors/vendors on an occasional basis.

EDUCATION & CREDENTIALS REQUIRED

Accounting/Business Admin AA degree preferred or commensurate experience. Must have a clean credit history and clear department of Justice/FBI records.

PHYSICAL REQUIREMENTS

Sitting, speaking, hearing, seeing, reaching, repetitive hand/finger movements, sense of touch/feel, prolonged gripping of an item, lifting 30+ lbs. on occasional basis