

Regional Bookkeeper
Diocesan Pastoral Center, San Bernardino
Full Time: 35 hours per week. Salary: \$70,304/yr

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 following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

POSITION SUMMARY: Responsible for the planning and management of the financial, administrative, and maintenance operations of the school, in coordination with the Principal, Pastor, School Board/Finance Committee, Parish Finance Council and Parish Pastoral Council, and Parish Ministries Diocese of San Bernardino.

POSITION SCOPE AND ACCOUNTABILITY: This distinct Bookkeeper will oversee three Diocesan school within the San Bernardino area. The position will require autonomy and proper decision internal decision making for each entity after appropriate administration approval by the Principal, Pastor, School Board/Finance Committee, Parish Finance Council and Parish Pastoral Council, OCS and Parish Ministries Diocese of San Bernardino.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

- Maintain the financial records and accounting functions for assigned parishes and schools in accordance with Diocesan policies, procedures, and generally accepted accounting principles.
- Prepare and analyze monthly, quarterly, and annual financial reports for pastors, principals, finance councils, and diocesan leadership.
- Assist pastors, principals, and parish/school leadership with financial planning, budgeting, forecasting, and stewardship of financial resources.
- Develop, monitor, and reconcile annual operating budgets and provide recommendations regarding financial performance and budget variances.
- Ensure compliance with diocesan financial policies, accounting standards, internal controls, and applicable regulatory requirements.
- Coordinate annual financial reviews, audits, and related documentation for assigned locations.
- Review accounting transactions and financial records for accuracy, completeness, and proper classification.
- Monitor cash flow, account balances, receivables, payables, and other financial activities of assigned locations.
- Research and resolve accounting discrepancies and provide recommendations for corrective action.
- Provide financial guidance and support to pastors, principals, parish business staff, and finance councils.
- Assist in the implementation, maintenance, and improvement of accounting procedures, financial systems, and internal controls.
- Prepare financial information and supporting documentation required for diocesan reporting and compliance purposes.
- Maintain strict confidentiality of financial, personnel, and organizational information.
- Travel regularly to assigned parish and school locations to provide financial support, consultation, training, and oversight.
- Attend required diocesan meetings, training, and professional development activities.
- Perform other related duties as assigned.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.
- Minimum of five (5) years of progressively responsible accounting, bookkeeping, finance, or business management experience.
- Experience preparing budgets, financial statements, reconciliations, and management reports.
- Knowledge of accounting principles, internal controls, financial reporting, and audit processes.
- Proficiency with accounting software and Microsoft Office applications, particularly Excel.
- Experience with Sage Intacct, Martus, or similar financial management systems preferred.
- Strong analytical, organizational, and problem-solving skills.

- Ability to exercise sound judgment and work independently with minimal supervision.
- Strong verbal and written communication skills, including the ability to explain financial information to non-financial stakeholders.
- Valid California Driver's License and ability to travel regularly between assigned parish and school locations.

SPECIAL REQUIREMENTS: Fulfill Diocesan Safe Environment requirements; TB clearance; Hepatitis B shots/waiver and all required forms signed.

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 25 lbs., and stooping, standing, sitting, lifting and carrying, 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 extremes.

Interested candidates, please send your cover letter and resume to:

**Diocese of San Bernardino
1201 E. Highland Ave
San Bernardino, Ca. 92404**

**Attn: Office of Human Resources
Email: Humanresources3@sbdioocese.org**

The Diocese of San Bernardino is an Equal Opportunity