

## **Bookkeeper Needed – Join Our Parish Family!**

**Position:** Full-time Bookkeeper

**Start Date:** Immediately

### **What You'll Do:**

- Maintain accurate financial records (AP/AR, payroll, deposits, reconciliations)
- Prepare weekly/monthly bank deposits and reports
- Preparation and administration of capital and annual operating budgets for the parish and the Diocese. Assures accurate and confidential record keeping systems.
- Serves as staff resource person for various consultative groups including Finance Council and Building Committee.
- Participates in monthly staff meetings, monthly and quarterly Diocesan Administrator meetings, training workshops, conferences.
- Other duties as assigned.

### **Hours & Compensation:**

- Approx. 20 hrs/week (flexible schedule)
- Pay: \$25–\$30/hr (based on experience)

### **What We're Looking For:**

- A person of faith with a commitment to our parish and mission.
- College bachelor's degree or equivalent in finance, accounting, communication or equivalent.
- At least 5 years of successful work experience managing business enterprise(s).
- Proficiency with Cloud-based QuickBooks, Excel and church-management software
- Strong organizational, communication, and confidentiality skills.
- Attention to detail.
- Demonstrated ability to recognize and honor diversity within the parish community.
- Valid California Drivers' license.

**To Apply:**

Please visit <https://sdcatholic.org/employment/>