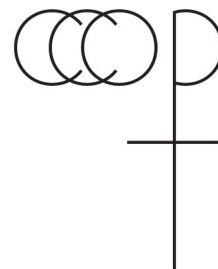


THE CATHOLIC COMMUNITY OF PLEASANTON

ST. AUGUSTINE AND ST. ELIZABETH SETON
3999 BERNAL AVENUE, PLEASANTON, CA 94566



Job Title: BOOKKEEPING ASSISTANT

Department: ADMINISTRATION

Job Grade: S-3

Category: NON-EXEMPT

Hours Per Week: 20

Compensation: \$19.56 – \$23.02 / hour

Reports to: FINANCE MANAGER

Position Overview

The Bookkeeping Assistant performs timely and accurate bookkeeping and secretarial functions with direct supervision of the finance manager.

Essential Job Functions

- Assists with accounts payable/receivable.
- Assists with recording donations.
- Assists with processing payroll when necessary.
- Filing
- Work with staff members as needed.
- Assists visitors.

Non-Essential Job Functions

- Performs job functions of staff when needed, i.e. sick days, vacation, etc.
- Attend meetings as necessary.

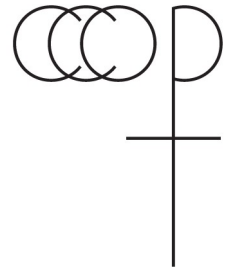
Requirements

- Excellent organizational skills.
- Strong computer skills – Word, Excel or the equivalent.
- Understanding of basic bookkeeping and account payable/receivable principles.
- An eye for detail.
- Ability to maintain confidentiality.
- Ability to meet deadlines.
- Ability to prioritize projects.
- Customer service skills.
- Excellent data entry skills.
- Experience with or the ability to learn all components of parish software.

PLEASE NOTE *This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the parish or at the discretion of the Pastor.*

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If interested, please send resume and cover letter to mharmon@catholicsofpleasanton.org.