

California Catholic Conference, Inc.
Public Policy Office for Catholic Dioceses of California
Full Time Position - Office Manager

Job Description:

- Manage day-to-day Accounting and bookkeeping functions and act as liaison for outside consultants including Information Technology.
- Manage all Accounting and bookkeeping related tasks including budget planning, yearend and overall financial reporting needs for California Catholic Conference, Inc. and California Conference of Catholic Bishops.
- Manage payroll, employee benefit and business insurance requirements
- Provide lead role in Human Resources-related duties
- Oversee all office operations and procedures including supervising staff positions, coverage of phones, front desk, mail management and archival of past and current paper and electronic files.

Job Requirements:

- 5+ years related experience
- Strong analytical aptitude including ability to solve problems and deal with a variety of tasks independently
- Considerable knowledge of principles and practices of personnel administration
- Working knowledge of accounting and business office functionality
- Highly organized and attentive to details with ability to prioritize
- Ability to handle sensitive information with integrity and confidentiality
- Effective oral and written communication skills
- Proficient in Microsoft Office products

Salary Range:

- \$50-\$60,000 annual salary plus full benefit package

Please send resume to bcaselli@catholic.org