



SCHOOL: St. Patrick St. Vincent Catholic High School

POSITION STATUS: F/T

POSITION: Bookkeeper

SCHEDULE: 8:00AM - 4:00PM

CATEGORY: Non-Exempt

SALARY: \$25/hr

SUPERVISOR: Principal/President

JOB SUMMARY: As a member of the school financial staff, the Bookkeeper provides day to day fiscal and operational services.

ESSENTIAL FUNCTIONS:

1. Cash Receipts Cycle
 - Record cash receipts in the general ledger and subsidiary records
 - Perform month-end reconciliation procedures

2. Cash Disbursement Cycle
 - Process vendor invoices
 - Prepare checks for signature
 - Record checks in the general ledger and cash disbursements journal
 - Perform month-end reconciliation procedures

4. General Ledger and Financial Statements
 - Prepare monthly journal entries
 - Reconcile bank accounts and other general ledger accounts
 - Review general ledger activity and post adjusting journal entries
 - Produce (print out) the monthly general ledger and financial statements

5. Other

- Assist Principal and advisors with budget, when requested
- Prepare correspondence related to school accounts
- Prepare all documents for independent contractors including 1099's and W9's

6. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: Three years of experience in bookkeeping.

Skills / Knowledge: Proficient in Quickbooks, Microsoft Word and Excel as well as the Google Office Suite; excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; understanding of the Catholic Church in general and the desire to support the mission and vision of SPSV; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines.

Interested applicants, please email your resume and a compelling letter of interest to:

Coleen Martin, Principal
applicants@spsv.org