

**Job Title: Bookkeeper****Position Type:** Part-Time**Reports To:** Principal**Position Summary**

The Bookkeeper is responsible for maintaining accurate financial records and supporting the fiscal health of the Catholic school. The bookkeeper is expected to perform the duties in a consistent, timely and accurate manner. This position plays a vital role in ensuring responsible stewardship of school resources while supporting the mission, values, and daily operations of the school community.

**Job Responsibilities**

As a bookkeeper, you will oversee and manage financial data to ensure accuracy and compliance. Your key responsibilities include:

- **Recording Financial Transactions:** Accurately record all income, expenses, and financial activities using accounting software.
- **Maintaining General Ledger:** Ensure the accuracy of the general ledger by reconciling accounts and correcting discrepancies.
- **Preparing Financial Statements:** Generate monthly reports for the principal and school board.
- **Payroll:** Gather payroll data, submit payroll data for submission to the Diocese and enter into accounting software.
- **Accounts Payable:** Track invoices and payments of vendors in a timely manner.
- **Accounts Receivable:** Includes Tuition, Fundraising, and Miscellaneous Income. To process and track all monies received for the school.
- **Bank Reconciliation:** Reconcile bank statements with internal records to identify and resolve discrepancies.
- **Budget:** Assist in setting and tracking budgets, identifying variances, and recommending adjustments.
- **Compliance and Audits:** Ensure compliance with financial regulations and assist with internal or external audits.
- **Annual Reporting:** Prepare and submit annual report to the Diocese.

**Required Skills, Experience, and Qualifications**

- High school diploma or equivalent.
- Proficiency in accounting software such as QuickBooks, Microsoft Excel and basic office technology.
- Strong understanding of bookkeeping principles and practices.
- Exceptional attention to detail and organizational skills.
- Ability to analyze financial data and identify discrepancies.
- Ability to work independently and meet deadlines.
- Ability to maintain confidentiality and exercise good judgment.

**Working conditions**

- *Office based position with regular interaction with school administration.*
- *Schedule to align with school operational needs.*
- *Perform other bookkeeping or administrative duties assigned to support school operations.*