



*The mission of Our Lady of Perpetual Help School and faith community is to provide a Catholic education that fosters a relationship with God and enables students to become confident, lifelong learners.*

# Bookkeeper

## Position Summary

The Bookkeeper oversees the day-to-day financial operations of the school, ensuring accurate, timely, and mission-aligned stewardship of resources. This role supports financial reporting, tuition management, cash forecasting, and budget development, while ensuring compliance with parish and diocesan policies. Working closely with the Principal and Parish leadership, the position contributes to the long-term financial health and sustainability of OLPH. *As time progresses, there is potential for this role to develop into a hybrid role.*

## Position Qualifications and Skills

- Associate's or Bachelor's degree in Accounting, Finance, or related field (or equivalent experience).
- 3+ years of bookkeeping, accounting, or financial management experience.
- Proficiency in accounting software (QuickBooks, ParishSOFT, or similar).
- Strong Excel skills, attention to detail, and organizational skills.
- High level of confidentiality and professionalism.

## Preferred:

- Experience in Catholic schools, parishes, or nonprofit environments.
- Familiarity with diocesan financial structures and tuition management systems (FACTS, TADS, etc.).

## Position Responsibilities

- Prepare monthly financial statements, budget-to-actual reports, and board-ready dashboards.
- Track transactions, reconcile accounts, and ensure accurate record-keeping within parish accounting systems.
- Calculate cost-to-educate and per-student financial metrics; monitor investment and revenue performance.
- Provide financial analysis and variance explanations to leadership.
- Reconcile tuition reports from FACTS or other tuition management systems.
- Monitor receivables, discounts, and financial assistance.
- Provide monthly tuition collection reporting to leadership.
- Maintain rolling cash forecasts; monitor payroll cycles and major expense timing.
- Assist Principal with annual budget preparation and multi-year financial projections.
- Support financial planning for capital and major expense needs.
- Ensure proper account coding and segregation of preschool vs. K-8 activity.
- Support audit readiness and maintain documentation standards.
- Assist the School Finance Committee and support financial policy compliance.
- Coordinate payroll processing and maintain employee financial records.
- Record and reconcile donations; support fundraising and advancement efforts.
- Perform other duties as assigned by Principal or Parish leadership.

## Personal Characteristics

- Detail-oriented and highly organized
- Trustworthy and discreet
- Collaborative and service-oriented

## Why Work at OLPH?

Our Lady of Perpetual Help is committed to fostering each student's relationship with God, self, and others through spiritual, intellectual, social, and physical growth. We strive for academic excellence, encourage the use of God-given talents in service to others, and prepare students to live faithfully and confidently in an ever-changing world.

## To Apply for this Position

Submit resume with cover letter to Dr. Caroline Flynn at [cflynn@myolph.com](mailto:cflynn@myolph.com)