

POSITION NAME: Bookkeeper REPORTS TO: Principal	SCHOOL: St. Francis of Assisi Catholic School
	EFFECTIVE DATE: Immediate

GENERAL STATEMENT OF DUTIES: St. Francis School is looking for a skilled Bookkeeper to maintain our financial records, including purchases, sales, receipts, payments and payroll, including working closely with our accountant to create and analyze financial reports and ensure legal requirements compliance. Our ideal candidate holds a Financial degree and fund accounting experience. Ultimately, the Bookkeeper's responsibilities are to accurately record all day-to-day financial transactions of our school.

ESSENTIAL JOB FUNCTIONS:

- Record day-to-day financial transactions and complete the posting process
- Perform partial checks of the posting process
- Complete tax forms
- Enter data, maintain records and lunch reports and financial statements
- Process accounts receivable/payable and payroll in a timely manner
- Report to oversight committees
- Skills

ADDITIONAL REQUIREMENTS:

- Proven bookkeeping experience
- Solid understanding of basic bookkeeping and fund accounting payable/receivable principles
- Proven ability to calculate, post, and manage accounting figures and financial records
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in English and MS Office
- Customer service orientation and negotiation skills
- A high degree of accuracy and attention to detail

EDUCATION

Holds a Bachelor’s Degree in Finance, Accounting and Business Administration

SALARY AND BENEFITS

Pay: \$18-20/hr

APPLICATION

To apply, please send your letter of interest, resume, and references to hiringcommittee@saintfrancisschool.net or visit <https://www.saintfrancisschool.net>.