



ACCOUNTS RECEIVABLE / PAYROLL CLERK

Rosary Academy is a Catholic, college-preparatory high school for young women located within the Diocese of Orange and situated in the suburban area of the city of Fullerton. Founded in 1965, the school has a tradition of fostering academic excellence, spiritual development and the skills necessary for a fulfilled, well-balanced life. Rosary Academy is accepting applications for an Accounts Receivable/Payroll Clerk. This position is a full time, 12-month position and reports to the Executive Director of Business Operations. The Accounts Receivable/Payroll Clerk manages the day to day accounts receivable, revenue and accounting functions consistent with good business practices and accepted accounting standards. This position also processes the biweekly payroll and maintains related benefits, compensation and attendance records.

QUALIFICATIONS

- Strong belief in the viability of Catholic education and mission of the school
- Strong clerical accounting skills with experience in private education setting
- Demonstrates compassion and sensitivity with regard to confidential fiscal matters
- Demonstrates competency with FACTS, QuickBooks, Outlook, Word, Excel and a willingness to learn new software systems
- Demonstrates skill in accounts receivable bookkeeping
- Demonstrates experience in payroll processing
- Demonstrates a high level of interpersonal, collaborative, organizational skills
- Demonstrates excellent oral and communication skills

RESPONSIBILITIES

- Accounts receivable collections and aging analysis
- Tuition billing and incidental billings
- Apply payments and credits
- Prepare deposits
- Post banking activities
- Payroll processing and related record keeping and compliance
- Correspondence with families about accounts

SALARY RANGE

- Pay will be determined by experience and education
- The salary range is \$23.00 to \$28.00 an hour, non-exempt

Interested candidates must submit a letter of interest and resume via email to ahurtado@rosaryacademy.org.