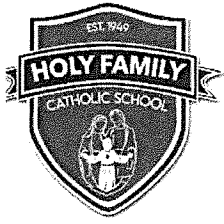


Jesus Walks On This Campus



Job Description Bookkeeper

Holy Family Catholic School is dedicated to the education and formation of the whole child – spiritually, intellectually, artistically, psychologically and socially. Our ministry of education supports diverse learning styles and scholastic experiences.

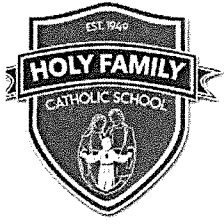
Summary

Under general guidance from the Principal or the Vice-Principal will serve as the full charge bookkeeper and provide day-to-day financial data and accounting management for all school administration and operations. Responsible for maintaining accurate books on accounts payable and receivable, chart of accounts and general ledger, all daily and routine accounting tasks, monthly financial reporting and reconciliations, monitor and manage bank accounts, account statements for families, annual budget development and coordination of all financial activities with adherence to the diocesan recommended procedures. Represent HFCS by fostering positive relationships with school administration, staff, families and the community.

Representative Duties

This list is intended to indicate the general nature and level of work performed by employees within this classification.

1. Develop and manage the annual school year budget in coordination with the Principal and Pastor, and as directed the chairperson of the advisory council. The budget is then submitted to the diocese as required.
2. Prepare and maintain all financial statements. Ensure all journal entries are made in a timely manner, reconcile all accounts and prepare statements and financial reports, maintain receivables and payables, ensure general ledger and financial statements include all charts of accounts and individual line items.
3. Manage all bank accounts and manage bank relationships. Ensure adequate reserves and balances to conduct the administration of HFCS. Ensure adequate cash on hand for all necessary school events.
4. Manage all accounts receivable and payable. Ensure timely billing, utilize FACTS as appropriate, actively pursue accounts receivable, record all cash and check deposits, ensure prompt payment to all vendors and that payments are made consistent with the terms of agreements, prepare all payments for signature by Principal, maintain vendor files and provide monthly reconciliation to Principal.
5. Process all employee payroll through ADP. Ensure that all applicable payroll and employee benefit information is documented and included in the system for processing. Perform month and year end reconciliation for all payroll accounts.
6. Manage FACTS on behalf of HFCS including enrollment of new families and retirement of accounts. Ensure accurate payment obligations and balances within the system. Support the Principal in administering any tuition assistance programs, communicating changes in financial obligations and providing timely feedback to all stakeholders in regard to their accounts.



Jesus Walks On This Campus

Job Description Bookkeeper

Qualifications

- Strong interpersonal, verbal and written communication skills.
- Strong human relations and interpersonal skills.
- Ability to maintain confidentiality and highest levels of professionalism in all interactions with employees and families.
- Demonstrable history of working collaboratively and fostering positive work environments.
- Must be a proactive, self-starter who seeks out continuous improvement and can manage multiple tasks simultaneously.
- Ability to be flexible and adapt to a changing environment including school schedules, special events and others that support the well-being and growth of the school.
- Demonstrable proficiency in the use of technology, including but not limited to the Microsoft Office Suite of products, QuickBooks, ADP, Google Education Suite, FACTS, Renaissance Learning Assessment Suite and any other programs determined necessary.

Education and Experience

- Desired, but not required: bachelor's degree in accounting or finance
- A minimum of five years bookkeeping experience in a school setting or equivalent.

Working Conditions / Physical Activities

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

- Walking, standing, sitting, stooping, bending, reaching, talking, hearing, seeing, repetitive motions, carrying and finger dexterity.

Please send cover letter, resume and application to : mubl@holyfamilyk8.org