



ST. NORBERT CATHOLIC SCHOOL

Truth ♦ Family ♦ Service ♦ Peace

JOB DESCRIPTION- Bookkeeper

St. Norbert Catholic School is a Preschool through Eighth grade Catholic Elementary school in Orange, California. We are seeking an organized, self-motivated, and financially adept individual who is interested in becoming part of a team that is passionate about providing financial stability to our school. It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange.

Responsibilities:

- Prepare and manage the annual school year budget in coordination with the Principal, Pastor, School Council Board, and Parish Finance Council. A preliminary and a revised budget will be prepared.
- Work with the school accountant in preparing for the monthly closing of school accounts. Preparation of financial reports for monthly meetings with the Consultative School Board and Parish Finance Council.
- Provide weekly reconciliation of the school's checking account to ensure there are sufficient funds for payroll, operating expenses, and school events.
- Manage accounts receivables and payables, bill school families on FACTS and pay vendors in a timely manner. Communicate with families in regards to any outstanding tuition and incidental charges.
- Finalize newly enrolled families in FACTS tuition management system to ensure proper billing for the following school year. Distribute financial assistance, via FACTS, as directed by the Principal.
- Support Development Director in three yearly school fundraisers and provide financial reporting following each event.
- Additional duties include payroll backup, light human resource duties, and backup to secretary and health room aide.
- Preserve and maintain the reputation that our employees have earned in the past as dedicated and deeply concerned for each student and family.
- Other duties and responsibilities as determined by the school administration.

Qualifications, Education and Experience:

- Degree in Accounting/Finance or a minimum of 5 years bookkeeping/business experience.

- Knowledge of Microsoft Word/Excel, Google Chrome, Sage or similar accounting program (QuickBooks).
- Comply with all policy and procedures of the Diocese of Orange and GAAP Standards.
- Maintain a professional attitude and confidentiality.
- Communicate effectively in written and oral form.
- Short/Long-range organizational planning.
- Follow written and verbal instructions promptly and accurately.
- Work independently and require minimal supervision. Possess the ability to multi-task and be flexible to a changing school schedule.
- Work effectively and positively, as well as communicate cooperatively and courteously with school and parish staff and school families.
- Prioritize the workload/work under time constraints to meet deadlines; perform assigned work in a professional, timely, and efficient manner.

Physical Demands & Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in a school setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: This position is a full-time, benefit eligible position, with a modified schedule over the summer months.

Reports to: Principal

Interested parties may contact Mr. Joe Ciccoianni, Principal via email:

jjciccoianni@saintnorbertschool.org

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