

**Job Title:** Catholic School Bookkeeper

**Location:** Our Lady of the Assumption School, Carmichael

**Reports To:** Robert Love, Principal/Administrator

**Job Summary:**

The Catholic School Bookkeeper is responsible for maintaining accurate financial records and overseeing the school's financial operations. This role includes managing accounts payable and receivable, payroll, budget preparation, tuition management and financial reporting. The bookkeeper ensures compliance with all diocesan policies and procedures and supports the mission and values of the Catholic school.

**Key Responsibilities:**

- **Financial Management:**
  - Maintain accurate records of all financial transactions using accounting software.
  - Manage accounts payable, accounts receivable, and ensure timely bill payments and invoicing. Prepare year end 1099.
  - Prepare and process payroll through ADP, including maintaining employee records and ensuring compliance with tax regulations.
  - Reconcile bank statements and prepare monthly financial reports for the school administration and diocesan office.
- **Budget Preparation and Monitoring:**
  - Assist in the preparation of the annual budget in collaboration with the principal and finance committee.
  - Monitor budget performance and provide regular updates to the administration.
  - Identify and report any significant financial variances or concerns.
- **Compliance and Audit:**
  - Ensure compliance with diocesan financial policies, state, and federal regulations.
  - Prepare for and coordinate financial audits as required.
  - Maintain confidentiality of financial and personal information.
- **Administrative Support:**
  - Support the school administration with financial planning and strategy.
  - Attend finance committee meetings and other relevant meetings as required.
  - Provide guidance on financial matters to staff and parents, when necessary.
- **FACTS Support:**
  - Tuition Management in FACTS. Add fees and manage issues.

**Qualifications:**

- A degree in Accounting, Finance, or a related field is preferred.
- A minimum of 3 years of bookkeeping or accounting experience, preferably in a school or non-profit setting.
- Proficiency in accounting software and MS Office, especially Excel.

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and maintain confidentiality.
- Commitment to the mission and values of Catholic education.

**Physical Requirements:**

- Ability to sit for extended periods and perform computer-based tasks.
- Occasionally lift or move office supplies or equipment weighing up to 20 pounds.

**Application Process:**

Interested candidates should submit a resume, cover letter, and references to Robert Love