

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. Mary School

POSITION: Bookkeeper

CATEGORY: Non-Exempt

POSITION STATUS: Part-Time (30 hr/wk)

SUPERVISOR: Principal

JOB SUMMARY: The Bookkeeper provides day-to-day fiscal and operational services and computer input/output services in accordance with diocesan recommended internal control procedures.

ESSENTIAL FUNCTIONS: Apply professional accounting skills and knowledge to perform work without specific direction using considerable judgement.

1. Cash Receipts Cycle
 - Oversee deposits
 - Record cash receipts in the general ledger and subsidiary records
 - Perform month-end reconciliation procedures
2. Cash Disbursement Cycle
 - Process vendor invoices
 - Prepare checks for signature by the Principal
 - Record checks in the general ledger and cash disbursements journal
 - Perform month-end reconciliation procedures
 - Maintain vendor files, purchase orders, and accounts payable
 - Supply cash needed for school events
3. Payroll
 - Obtain and gather applicable payroll and employee benefit information for processing
 - Process payroll through ADP
 - Perform month-end reconciliation procedures
 - Prepare accounting entries for payroll
4. General Ledger and Financial Statements
 - Prepare monthly journal entries
 - Reconcile bank accounts and other general ledger accounts
 - Review general ledger activity and post adjusting journal entries
 - Produce (print out) the monthly general ledger and financial statements
 - Monitor and manage bank account balances
 - Manage deferred income
5. Enrollment/Registration
 - Meet with new families to discuss tuition and parent obligations
 - Register new families into FACTS tuition management system
6. Other
 - Provide computer input/output services for other school functions
 - Assist Principal with budget, including tuition rates and wage increases

- Assist in tuition assistance process, including gathering and reviewing applications, notifying applicants of award outcomes, and adjusting tuition agreements
- Oversee banking relationship
- Prepare correspondence related to school accounts
- Assist in implementation of recommendations outlined in diocesan management reports
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Education: Associate’s Degree in Finance or Accounting. Bachelor’s Degree preferred.

Experience: Three to five years of experience in full charge bookkeeping.

Skills / Knowledge: Proficient in Microsoft Word and Excel and bookkeeping software (i.e. QuickBooks); excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general preferred; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines.

EMPLOYEE SIGNATURE DATE _____
SUPERVISOR SIGNATURE DATE