



### **The School:**

St. Patrick-St. Vincent Catholic High School (SPSV), a Diocesan, co-educational, college preparatory high school in Vallejo, CA. SPSV is the only Catholic high school in Solano County. We have a proud history of serving families in the Diocese of Sacramento and surrounding areas since 1870. We offer a comprehensive Catholic high school experience for students, with challenging academic programs that help them develop the skills needed to become critically thinking, productive, responsible citizens. SPSV also offers active co-curricular participation in a variety of athletic programs, a robust choir and theater program, as well as an active campus ministry and social justice program.

SPSV is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

### **The Mission:**

St. Patrick-St. Vincent High School, a Catholic college preparatory high school in the Diocese of Sacramento, challenges its diverse student population to seek truth as creative, complex thinkers and to be responsible citizens and compassionate individuals who share their gifts with others.

### **General Position Description**

#### Bookkeeper Responsibilities:

- Maintaining records of financial transactions by posting and verifying
- Defining bookkeeping policies and procedures
- Reconciling bank accounts.
- Reviewing and approving entries of current staff in the Business Office.
- Maintaining subsidiary accounts by posting, verifying, and allocating transactions
- Reconciling entries to balance subsidiary accounts.
- Maintaining a balanced general ledger
- Preparing financial reports by collecting, analyzing and summarizing accounting for information
- Ensuring compliance with federal, state and local legal requirements
- Monitoring for variances from the projected budget
- Advising management on compliance needs
- Other duties as assigned by Management.

#### **Bookkeeper Qualifications.**

- Bachelor's degree in accounting, finance or related discipline
- Minimum 3-5 years Accounting or Bookkeeping experience required.
- Experience working for an Educational Institution preferred.
- Experience working with Blackbaud Financial Edge a plus.
- Experience working for a non-profit organization a plus.



### **Bookkeeper Skills**

- Basic accounting knowledge
- Understanding of industry benchmarks in accounting best practices
- Knowledge of U.S. GAAP or other industry-standard accounting frameworks
- Expertise in Microsoft Excel or any other spreadsheet
- Establishing accounts
- Data entry
- Deep understanding of accounting principles
- Confidentiality
- Attention to detail.

### **Employment Application for Bookkeeper**

#### **Application Requirements:**

1. Diocese of Sacramento Pre-Application Statement and Applicant Questionnaire
2. Current resume
3. A compelling letter of interest
4. Three references, at least one of which must be directly involved in your current organization.

#### **Application materials may be emailed to**

Lydia McLeod, Interim President, l.mcleod@spsv.org

or sent to

St. Patrick-St. Vincent Catholic High School

Attn: Lydia McLeod

1500 Benicia Road

Vallejo, CA 94591

**Deadline for applications: Until Filled**

**Position begins: July 1, 2023**

#### **Notice of Non-Discrimination**

It is the policy of St. Patrick – St. Vincent High School to comply with applicable state and federal laws prohibiting the discrimination of employment based on race, age, color, national origin, disability, or other protected classification.