

# **Bookkeeper Holy Family School**

1010 35<sup>th</sup> Street  
Galveston, Texas 77550

## **Who we are:**

Holy Family School is the parochial school of Holy Family Parish in Galveston/Bolivar, which is comprised of six churches: St. Mary's Cathedral Basilica, Sacred Heart Church, St. Patrick Church, Holy Rosary Church, Mary - Star of the Sea Church, and Our Lady by the Sea Church. Holy Family school is recognized as the oldest, continuous, organized Catholic School in the state of Texas. We offer rigorous academic programs for students in grades PreK-3 through 8<sup>th</sup> grade and are accredited by the Texas Catholic Conference of Educational Department, which is recognized by TEA.

## **Position Summary:**

Holy Family School has an immediate opening for a part-time Bookkeeper. The Bookkeeper is primarily responsible for maintaining the financial bookkeeping system including accounts payable, receivable, payroll, and cash receipts; balancing ledgers, and reconciling bank statements; preparing financial statements and the annual budget. The Bookkeeper reports to the Principal.

## **Responsibilities:**

- Process bi-weekly payroll in accordance with archdiocesan policies.
- Maintain employee leave time records and files.
- Ensure employee leave bank/time worked by non-exempt employees is properly tracked and recorded by employees in payroll system.
- Follow all archdiocesan policies regarding background screening.
- Set up and maintain individual personnel files, according to the guidelines established by the Catholic Schools Office.
- Ensure all federal tax withholdings are properly deposited by ADP.
- Maintain accounting ledger using double entry bookkeeping for receipts and disbursements.
- Record all tuition payments and other deposits in the accounting software and maintain supporting documentation in accordance with archdiocesan policies.
- Process accounts payable; maintain vendor files and other supporting documentation in accordance with archdiocesan policies.
- Request electronic funds transfers as needed and obtain approval of Supervisor.
- Record all savings and loan transactions and reconcile balances.
- Gather and calculate data; generate monthly financial reports for use by the school and archdiocese.
- Reconcile school books as applicable
- Monitor variances from budget and provide monthly reports to the principal and individual departments/groups.

- Assist with the reconciliation of the school accounts as assigned
- Assist with maintenance of school and other insurance records
- Ensure existence of verifiable audit trail for all financial transactions
- Perform other duties as assigned

**Qualifications:**

- Three or more years with Bookkeeping experience or any combination of experience and education likely to provide the required knowledge, skills and abilities;
- Knowledge of basic accounting principles
- Proficient in various computer software programs; ability to learn custom church software programs. Ability to use various office machines (copier, folder, postage meter, etc.).
- Exercise courtesy to fellow employees, parishioners and the public
- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required

Interested and qualified candidates should send their CV and Cover Letter to: [shepherdhfp@gmail.com](mailto:shepherdhfp@gmail.com)