

# **Bookkeeper/Administrative Assistant St. Bernadette Catholic Church**

15500 El Camino Real  
Houston, TX 77062  
www.stbchurch.org

## **Summary:**

St. Bernadette has an opening for a part-time (20 hours per week) Preschool/Mother's Day Out bookkeeper. The Bookkeeper provides secretarial/clerical support, day to day financial and operations services, computer input/output for the school office operations as well as interact with children ages 1-5.

The successful candidate will be detail oriented, kid friendly, able to work in a team environment. Other duties may be assigned.

## **Required Skills:**

This position requires an ability to multitask in a fast-paced environment and manage multiple projects. Excellent organizational, time management and oral and written communication skills a must. This position requires a love of children. Good knowledge of the teachings and practices of the Catholic Church is also required.

## **Education/Experience:**

- Bachelor's degree or higher preferred.
- 3+ years' experience working in bookkeeping or accounting preferably in a school setting
- Must possess strong written and verbal communication skills
- Exceptional Microsoft Office Suite skills required
- High degree of organizations
- Strong math background
- Must be able to pass a traditional financial and fingerprint background check
- Must be able to complete Safe Haven/Safe Environment training
- Other duties as assigned.

**Complete job description available upon request. Please send resume and cover letter to Jennifer Nevins at the [nevinsj@stbchurch.org](mailto:nevinsj@stbchurch.org) with the subject line of Bookkeeper.**