

# Bookkeeper - School

## St. Jerome Catholic School

### Job Summary:

St. Jerome Catholic School is seeking a detail-oriented and highly organized Bookkeeper to manage the financial transactions and records for the school. The ideal candidate will be proficient in multi-tasking, possess strong analytical skills, and have experience with the ParishSoft Accounting System. The Bookkeeper will ensure accurate financial reporting and compliance with all relevant regulations.

### Key Responsibilities:

- Financial Record-Keeping: Maintain accurate records of all financial transactions, including accounts payable, accounts receivable, payroll, and general ledger entries.
- ParishSoft Accounting System: Utilize the ParishSoft Accounting System to enter, update, and manage financial data. Ensure all transactions are accurately recorded and reconciled.
- Multi-tasking: Efficiently handle multiple tasks and projects simultaneously, prioritizing work to meet deadlines.
- Bank Reconciliation: Perform monthly bank reconciliations and ensure discrepancies are identified and resolved promptly.
- Budget Preparation: Assist in the preparation of the annual budget and provide financial reports to the Parish Business Manager and Finance Committee.
- Financial Reporting: Prepare and present monthly, quarterly, and annual financial statements and reports to the Parish Business Manager, School Principal, Finance Committee, and other stakeholders.
- Compliance: Ensure compliance with diocesan policies, federal and state regulations, and generally accepted accounting principles (GAAP).
- Payroll Processing: Process payroll accurately and timely, including tax withholdings, benefits, and other deductions.
- Donations and Contributions: Record and manage donations and contributions, ensuring accurate tracking and reporting for tax purposes.
- Audit Preparation: Assist with the preparation for audits and work with auditors to provide necessary documentation and explanations.
- Communication: Communicate effectively with staff, parishioners, vendors, and other stakeholders regarding financial matters.
- Perform other duties as assigned by the Parish Business Manager, Principal, and Pastor.

### Qualifications:

- Education: Associate's degree in accounting, Finance, or related field preferred.
- Experience: Minimum of 3 years of bookkeeping or accounting experience, preferably in a non-profit or church setting.
- Technical Skills: Proficiency with the ParishSoft Accounting System is required. Strong computer skills, including Microsoft Office Suite (Excel, Word, Outlook).
- Organizational Skills: Excellent organizational skills with the ability to manage multiple tasks and projects simultaneously.
- Attention to Detail: High level of accuracy and attention to detail in financial record-keeping and reporting.
- Communication: Strong verbal and written communication skills.
- Ethics: High degree of integrity and confidentiality in handling sensitive financial information.
- Teamwork: Ability to work collaboratively with staff, volunteers, and parishioners.

### Working Conditions:

- Office environment within the school and church premises.
- Regular office hours with occasional evenings and weekends as required for meetings or events.

### How to Apply:

Interested candidates should submit a resume, and cover letter, and Robert Alcala, Business Manager at [r.alcala@stjeromehou.org](mailto:r.alcala@stjeromehou.org).