



## **St. Michael School**

### **Position: Bookkeeper**

#### **Overview**

The Bookkeeper position at St. Michael School will be a part-time position and will not exceed twenty-two (22) hours per week. Bookkeeper will be responsible for all the bookkeeping functions including all accounting services, accounts receivable, payroll, and bank reconciliations while maintaining accurate school accounting records. The Bookkeeper provides timely and accurate financial reporting to the Principal, Pastor, and school finance council.

Within this brief description, the Bookkeeper is expected, but not limited to the following:

#### **Accounting Service**

- Prepare all necessary accounting documents on a daily, weekly and monthly basis for accounts payable, bank deposits, bank statements, daily receipts and any other reporting documents as needed
- Prepare and code all accounts payable invoices, submit for internal approval and process bills in a timely manner
- Reconcile all bank deposits and monthly statements

#### **Financial Services**

- Prepare and submit monthly Financial Statements tracking budget YTD spend vs. actuals and YTD spend vs. prior year
- Assist Principal in monthly budget meetings with school finance council
- Prepare Year-End Annual Financial Package submitted to the Diocese of Oakland Catholic School Department
- Responsible for the management and collection of tuition and misc. fees from all families while managing tuition collection system, SMART Tuition

#### **Payroll & Personnel Services**

- Responsible for all payroll services including bi-monthly payroll calculations and submission to ADP
- Responsible for tracking of vacation & sick hours for all staff and collect and file all staff time sheets
- Responsible for management of all reimbursement payments to staff and parent volunteers
- Site administrator for all benefit programs (medical, dental, retirement, etc.) as directed by the Diocese of Oakland

#### **Other Responsibilities**

- Participate in all school Finance Council meetings
- Attend any meetings as scheduled by the Diocese of Oakland for bookkeepers
- Staff liaison to Parent Teacher Group (PTG) for all fundraising reporting

#### **Qualifications**

- Must have general accounting, bookkeeping and payroll knowledge and principles
- Must be proficient in all Microsoft office products, ADP Payroll Services and QuickBooks accounting software
- Detail-oriented, deadline-aware, persistent, helpful, team-minded and personable
- Great customer service knowledge and skills and ability to maintain confidentiality
- 5+ Years' experience in accounting and bookkeeping or similar role within a Church or non-profit organization

This is a part-time (22 hours), non-exempt position. Salary is based upon the Diocesan Scale and depends on qualifications and experience.