

Administrative Assistant

Aquinas High School

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Aquinas High School is a co-educational institution accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association. The Aquinas student experiences a traditional liberal arts curriculum that requires the pursuit of the college preparatory disciplines. The school works energetically to keep tuition affordable in the face of increasing costs each year. The school is deeply concerned that Catholic education is available to all students who could benefit and fulfill entrance requirements, without regard to the financial status of their household.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- To provide support and assistance for all activities of the President's Office.
- To serve as Secretary to the President's Council including taking minutes at all President's Council meetings
- To serve as secretary to the Executive Council including taking minutes at meetings
- To coordinate the development and distribution of the Annual Report.
- To receipt all monies received in the office
- Process cash and check deposits on a weekly basis
- Provide regular follow up on delinquent tuition and fees
- Record deposits and coordinate with Facts Management Co. for tuition receipt.
- To participate in the yearly registration process of students/families
- Other duties as assigned.

QUALIFICATIONS REQUIRED:

- Two to four years' experience in a related field
- Knowledgeable in accounting and banking procedures
- Computer knowledge and skill and willingness to attend appropriate computer training
- Ability to maintain confidentiality in all financial matters
- High school diploma as a minimum, college degree preferable
- Ability to pass the taxes and bookkeeping test with 80% or better before hire.
- Ability to effectively use a computer and training in the diocesan ledger system
- CMPF preferred
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Standing, walking, sitting, lifting, carrying, pushing, pulling, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm / hand / finger movements, sense of touch / feel, working in confined spaces or heights, temperature extremes.

Interested candidates, please forward your resume and cover letter to:

Aquinas High School
Attention: Dr. Jim Brennan
2772 Sterling Ave.,
San Bernardino, CA 92404

The Diocese of San Bernardino is an Equal Opportunity Employer.