

BOOKKEEPER

ST. GEORGE SCHOOL

St. George School is the third oldest school in our diocese and has been in continuous operation since 1920. We extend a warm welcome to the visitors of our school and our website. Our school's strength lays in our partnership with our students, their parents and our St. George Parish community. The Sisters of St. Joseph of Orange were the first teachers and administrators of our school. The Sisters of St. Joseph charism is: "We Live and Work to Bring People into Union with God and with One Another, through Spiritual and Corporal Works of Mercy". That is still true today. The Sister's charism can be found in both our Community Service projects and in our school motto: "Catholic Students Today ~ Catholic Leaders Tomorrow".

POSITION SUMMARY

Understand and ensure compliance with Diocese of San Bernardino financial policies and procedures and governmental regulations and tax laws. Responsible for the maintenance of a complete set of records covering all financial transactions of the school.

ESSENTIAL FUNCTION

Prepare monthly/ annual financial reports for school review with the Principal. Submit reports to the Office of Catholic Schools. Balances financial books and records and maintaining the general ledger.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Process and record payments to vendors
2. Record deposits and coordinate with the tuition management program for tuition receipt.
3. Monthly bank reconciliations and Positive Pay processing.
4. Prepare monthly financial reports, reported to the Principal and OCS
5. Oversee the school's SCRIP program, Petty Cash Fund, Lunch and Snack program.
6. Review monthly, quarterly annual reports for 1099 reporting, sales tax, and gaming reporting (raffle winnings) to ensure compliance with the Diocese of San Bernardino policies and procedures and state and federal laws.
7. Work with the Diocese in preparation for internal and external audits.
8. Annually report to Parish Assistance, OCS, and Principal.
9. Work with the Principal to create and maintain the school budget.
10. Attend training as needed per OCS, Parish Assistance, and others recommended by the Principal.
11. Other duties as specified by the Principal.

QUALIFICATIONS GUIDELINES:

1. Prior training or experience in Bookkeeping.
2. Familiar with GAAP.
3. Must pass the Bookkeeper Test at 80% or higher.
4. Ability to work in multi-cultural environment.
5. Must have ability to interact professionally with all employees and people coming into the office.

PHYSICAL REQUIREMENTS

Includes but not limited to considerable use of arms and legs, whole-body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 30 lbs., pushing, pulling kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

Attention: Andrew Ramirez

Email: principal@stgeorgeontario.com

The Diocese of San Bernardino is an Equal Opportunity Employer.