

# Notre Dame High School

## Bookkeeper

### **Position Purpose:**

This position provides critical support to the Leadership Team in promoting Mission, Vision, and Charism through the effective stewardship of school financial resources. The position encompasses accounts payable, maintaining financial records, creating reports, providing financial analysis, maintaining personnel files, supporting student program directors, preparing audit reports and assisting staff in accounting methods. The position is responsible for assuring the school is in compliance with Diocesan Policies and Procedures, Civil Law, GAAP and FASB. The Bookkeeper position reports directly to the Chief Revenue Officer and Principal.

### **Essential Job Functions:**

- Help maintain fiscal stewardships with internal controls and uniform compliance among all areas of school finance.
- Support schools Leadership and Directors to maintain a positive cash flow.
- Provide oversight on behalf of the Principal of all programs with regard to financial responsibilities, policies, and procedures.
- Maintaining accurate financial records, manage general ledger, and primary bookkeeping functions.
- Provide fiscal analysis to school leadership for planning purposes.
- Prepare monthly, quarterly, and annual financial reports including cashflow analysis, income statement, fixed assets report, and balance sheets.
- Annual functions including closing books and preparing budgets.
- Perform accounts payable functions, manage vendor accounts, process invoices, manage purchase orders, and prepare checks for payment.
- Coordinate the payment and IRS reporting of independent contractors.
- Help develop and implement financial policies and oversight for student programs.
- Provide financial oversight and support to Directors with specific emphasis on Athletics, Campus Ministry, and Activities Director.
- Oversee the receipt and recording of deposits for student co-curricular activities.
- Maintain student program accounts records.
- Assist with yearly registration process as needed.
- Attend necessary meeting as prescribed.

**Required Skills, Knowledge, Abilities and Competencies:**

- Associates Degree in Business or related degree from accredited college or university.
- Demonstrated general accounting experience with effective knowledge of Generally Accepted Accounting Principles.
- Effective detailed planning and organization skills.
- Effective ability to communicate both with staff, leadership, and community.
- Effective ability to comprehend and semi-complex policies and procedures.
- Demonstrated skill in establishing and maintaining collegial and effective working relationships.
- Excellent written and verbal skills.
- Ability to maintain confidentiality in all matters.
- Proficiency in using personal computer, applications including spread sheets, word processing, presentation, data base, and accounting software
- Strong sense of Catholic school ministry and knowledge of Catholic teaching.
- Physical requirements include but are not limited to standing, walking, sitting, hearing, speaking, seeing, repetitive arm/hand/finger movement and sense of touch feel.

**Preferred Skills:**

- Inspired and strategic outlook.
- Entrepreneurial and creative approach.
- Experience in Catholic or nonprofit setting.
- Working knowledge of schools, school policies.

**Special Conditions of Employment:**

- Work hours are from 7:00 am to 3:00 pm Monday through Friday
- Evening and week-end hours will be required
- Hours will vary during peak seasons
- Additional duties may be assigned as needed

Job Type: Full-time

Pay \$14-\$21 per hour

Interested candidates, please forward your resume to:

Attention: Stephanie Falcone

Email: [sfalcone@ndhsriverside.org](mailto:sfalcone@ndhsriverside.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer.**