

Bookkeeper

Part time (19 hours per week) Catholic preferred. Open until filled.

St. Agatha Catholic School is seeking a dynamic professional for the part time position of Bookkeeper. The Bookkeeper assists the Principal in the prudent stewardship of the school's financial and capital resources. Handles all accounting procedures for the school. This position is part of the core management team that supports the Principal and ensures that the administrative needs of the School are met.

Candidates should have strong verbal and written communication skills, technology expertise and experience with QuickBooks and Excel, ability to organize and prioritize workload, maintain matters of confidentiality, and an eager willingness to collaborate with parents and staff. Candidate holding a B.A. degree specializing in Accounting or Business Administration is preferred, along with 5 years financial, accounting, and office management experience. Accounting experience must include budget preparation, payroll, and data entry/management with double entry accounting system. Prefer some experience working with nonprofit or religious organization.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

Financial Responsibilities:

1. Maintains an accurate filing, recordkeeping, and reporting system for all school financial matters. Prepares monthly, quarterly and year end reports for parish and Archdiocese as needed.
2. Administers a cash flow management system with purchasing and payment schedules clearly defined.
4. Prepares, administers and reviews the budget process in collaboration with the Finance Committee, Principal, Pastor and other committees. Assists in the planning of financial stewardship and long-range planning efforts.
5. Monitors the collection, counting, recording and depositing of school revenue from all sources.
6. Responsible for monitoring and implementing internal controls. Responsible for understanding and maintaining archdiocesan policies, procedures, and guidelines.
7. Serves as a helpful resource/contact to school/parish organizations, financial institutions and the Archdiocese.
8. Handles payroll, tuition contracts through FACTS, bill pay, and collections.

Qualified candidates are requested to submit a letter of interest and resume to Chris Harris, Principal. St. Agatha Catholic School, 7960 SE 15th Ave. Portland, OR 97202. chris.harris@stagatha.us. 503.234.5500