

# Immaculate Conception Regional School, Mount Vernon

## Part Time Bookkeeper Job Description

**Position:** Part Time Bookkeeper, 30 hrs per week plus benefits, year-round  
**Pay:** Starting at \$19 to \$25 per hour depending on experience  
**Reports to:** Principal

### Position Purpose

Provide bookkeeping services for the school, in accordance with Washington State and Archdiocesan administration and finance policies and procedures.

### Major Duties and Responsibilities

1. Maintain accurate and current accounts payable and receivable, and payroll on QuickBooks, monitor cash flow, and prepare and submit financial statements to the principal and finance committee on a monthly basis.
2. Review and record financial reports from FACTS and RenWeb. Prepare collection or reimbursement correspondence to individual families when needed.
3. Process all check requests and assure there is proper authorization for expenditures in all program and operating accounts. Reconcile bank statements on a monthly basis.
4. Prepare and make weekly bank deposits.
5. Prepare and submit staff payroll (including substitutes as needed) in a timely manner (every 2 weeks).
6. Provide reporting assistance to the auction committee.
7. Provide assistance in the preparation of the annual school budget. This is accomplished by providing the principal and finance committee with financial information including current budget allocations, year-to-date balances, and anticipated financial needs for the future.
8. Maintain professional knowledge and skills required by the bookkeeping profession, which includes attending Archdiocesan training for bookkeepers.
9. Present financials at the monthly Finance Meeting (3<sup>rd</sup> Wednesdays, 4:45-6:15PM).
10. Prepare annual financial reports.
11. Adhere to privacy laws.
12. Work with the Endowment Board to move funds to Fulcrum.
13. And other duties as determined by the principal.

### Qualified Candidates

1. Safe Environment requirements met.
2. Accounting degree and/or 5 years experience with bookkeeping for non-profit organizations. Knowledge of the Archdiocesan chart of accounts and non-profit accounting practices is a plus.
3. Proficient in QuickBooks, Excel, Word.
4. Team-oriented, able to work collaboratively with an assistant, parent volunteers, and the principal.
5. Communicates professionally.
6. Detail oriented.
7. Able to work in a fast-paced setting reliably and independently.
8. Flexible with hours, year-round.