

**Corpus Christi School  
BOOKKEEPER JOB DESCRIPTION**

The school bookkeeper is responsible to the principal for accurate operation of the main bookkeeping duties for the school including related reports and responsibilities as required by the school, diocese, and government agencies.

**Fiscal Responsibilities:**

1. Posting accounts payable and receivable.
2. Preparation of checks for accounts payable.
3. Reconciliation of school bank accounts.
4. Reconciliation of school general ledger.
5. Preparation of Annual Financial Report.
6. Preparation of monthly financial statements for school finance committee, pastor and Principal and Department of Catholic Schools.
7. Read and respond to email regularly.
8. Collaborate with the principal in preparation of the school budget.

**Tuition Responsibilities:**

1. Distribution of tuition statements/forms.
2. Post tuition payments to school and family ledgers.
3. Reconciliation of tuition collection to billing system.
4. Issue delinquent notices.
5. Monthly written report to the principal and/or pastor regarding delinquent tuition.

**Payroll Responsibilities:**

1. Monitor preparation of payroll checks.
2. Prepare and monitor time sheets
3. Monitor the preparation of the following forms by the payroll service:

DE88	2x Monthly	State Employee Withholding
Form 1089	2x Monthly	Federal Deposit of Employee Withholding
941	Quarterly	Federal Report of Wages
DE7	Yearly	State Reconciliation of Wages
W-2	Yearly	Federal Reconciliation of Wages
W-3	Yearly	Transmittal for W-2s
DE6	Quarterly	State Report of Wages
4. Maintain comprehensive and accurate record keeping (permanent files) of wages paid, employee withholding, and employer contributions.
5. Prepare and maintain ACA compliance report.
6. Maintain and distribute sick leave accrual report.

**Employee Benefit Responsibilities:**

1. Distribution of health plan information.
2. Preparation of benefit forms:
  - Enrollment/Change in enrollment.
  - Termination of benefits

Employee Benefit Responsibilities (cont.):

- Retirement Forms
- Unemployment reports and forms.
- Workersø Compensation report.
- Flex Benefit reports
- Long and Short Term Disability Forms.

3. Preparation of yearly census
7. Retirement Contributions
8. Unemployment contributions.
9. Tax Shelter/Deferred Annuities.
10. Maintain orderly permanent files

Fundraising Database:

1. Maintain database of school families, students, parish, alumni and other donors.
2. Prepare Recognition of Donor list for publication.
3. Provide address information for mailings.
4. Acknowledge donations.

In the absence of the secretary the bookkeeper will answer the phone, give information as appropriate, and administer first aid when necessary. The bookkeeper is a support to the secretary in areas that are needed with the approval of the principal.

The bookkeeperø job is essential to running the school in fiduciary areas. The responsibility is both long range planning and day to day operations. The bookkeeper is a consultant to the principal in any of these areas.

Qualifications:

1. Minimum of 5 years finance/accounting experience and experience with non-profit financial accounting.
2. Experience forecasting, creating, and working within budgets.
3. Ability to collaborate and communicate transparently with colleagues, principal, pastor and school community parents.
4. Excellent written and oral communication skills
5. High level of personal and professional integrity and trustworthiness with a strong work ethic and the ability to work independently with minimal direction.
6. Advanced computer skills with particular knowledge in advanced applications, e.g. Microsoft Word, Excel, QuickBooks, Peachtree or other accounting software and knowledge of Google applications.

Hours are 25-30 hrs a week for 12 mths.

The school will pay competitive hourly salary with benefits.