

Bookkeeper - St. Joseph School, Pinole

Duties and Responsibilities:

The bookkeeper will be responsible for the financial bookkeeping of the school, tuition, payroll, employee benefits, reconciliation of school bank accounts, maintain comprehensive and accurate record keeping, prepare and maintain compliance report, collaborate with the principal in preparation of the school budget and other duties as assigned.

Qualifications:

AA degree in accounting

2 years minimum experience in closely related field and preferably in a school setting

Work independently

Knowledge of Quickbooks and Excel

Attention to detail, organized, decisive/critical thinker

Strong time management with respect for deadlines

Ability to identify errors and solve problems

Strong sense of confidentiality

Respect for Catholic values

This is a part-time, 35hrs/week position (year-round) which includes full benefits.

Position available immediately for training and full responsibilities to begin in December.

Please submit cover letter and resume to:

Arlene Marseille, Principal

amarseille@cndo.org

Position open until filled