



St. John Paul II Catholic High School is seeking applicants for a full-time School Bookkeeper

Job Description

St. John Paul II Catholic High School is seeking applicants for a full-time School Bookkeeper. The school bookkeeper provides day to day fiscal and operational services in accordance with diocesan recommended internal control procedures. The bookkeeper is accountable to the principal, is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Birmingham and in the staff and parent handbooks of St. John Paul II Catholic High School, and adhere to the directives set by school administration.

Essential Functions:

Cash Receipts Cycle

- Record cash receipts in the general ledger and subsidiary records
- Perform month-end reconciliation procedures
- Set up and manage accounts receivable and payable, bill school families on FACTS and pay vendors in a timely manner.
- Communicate with families regarding any outstanding tuition and incidentals
- Finalize newly enrolled families in FACTS tuition management system
- Distribute internal tuition assistance via FACTS as directed by the principal
- Prepare weekly lunch bill
- Prepare bank deposits

Cash Disbursement Cycle

- Process vendor invoices and other check requests
- Prepare checks for principal's signature
- Record checks in the general ledger and cash disbursements journal
- Perform month-end reconciliation procedures

General Ledger and Financial Statements

- Prepare monthly journal entries
- Reconcile bank accounts and other general ledger accounts
- Review general ledger activity and post adjusting journal entries
- Produce monthly, quarterly, and annual school financial statements
- Attend Board of Trustees Finance Committee meetings, as needed

Other

- Support/coordinate with advancement in school capital campaigns and fundraisers
- Assist principal with preparing and managing the annual school budget
- Prepare correspondence related to school accounts
- Prepare cash boxes for various school events (e.g., athletics, fine arts)
- Maintains controlled usage of school credit cards
- Coordinate with Parent Club and Athletics
- Assist in implementation of recommendations outlined in diocesan management report
- Purchases approved items/supplies

**General Responsibilities:**

- Complies with all diocesan and school-specific workplace policies and procedures
- Performs additional duties as requested by the principal

Minimum Qualifications:

Education: College degree preferred

Experience: Three years of experience in bookkeeping

Skills / Knowledge:

- Though candidates need not be Catholic, they must be willing to support and further the mission of the school
- Displays competence in bookkeeping practices
- Displays proficiency in QuickBooks, Google Suite, FACTS, Microsoft Word, Excel, and other computerized software
- Maintains strict confidentiality and professional ethics

Applicants who have the qualifications and expertise are encouraged to apply attaching a cover letter, resume/CV, and supporting employment information (e.g., transcripts, reference letters, certification/licenses) to Principal, Dr. Jeremiah Russell, c/o Diane Olszewski at dolszewski@jp2falcons.org.

About the Employer

In one of the most dynamic and growing areas in the country, St. John Paul II Catholic High School (JP2) is also growing and expanding. Operated by the Diocese of Birmingham and a Board of Trustees, JP2 offers students a faith-based, college preparatory high school curriculum and environment. We serve a growing, diverse and dynamic student body from North Alabama, Southern Tennessee and abroad on a 55-acre campus surrounded by Research Park, a center for space aeronautical and bio-medical research. Recently, the educational organization NICHE rated JP2 as the best Catholic high school in the state of Alabama for the past two years and the fifth best private high school in the state. Other notables include last year's ACT average score of 23.7, AP test scores that include 49 AP scholars, Gold recognition for AP 2023 School Honor Roll and \$12.7 million in merit college scholarships.

Our Mission

Inspired by our patron, St. John Paul II Catholic High School develops students in spirit, mind, and body through a Christ-centered, college preparatory education. As a welcoming community of faith, we encourage, challenge, and support our students to learn enthusiastically, lead honorably, and live responsibly so they will improve themselves and society through their faith and vocation.

Job Type: Full-time

Benefits:

- 403(b) matching
- Dental insurance
- Health insurance
- Paid time off
- Retirement plan