



**IMMACUALTE HEART OF MARY CATHOLIC SCHOOL
SEEKS APPLICANTS FOR
SCHOOL BOOKKEEPER**

POSITION	School Bookkeeper
POSITION TO BEGIN	January 4, 2021
TERMS	Full-time 30-35 hours, with benefits
QUALIFICATIONS	Previous experience with a school is a plus. Familiarity with tuition management functions or experience with FACTS/SIS is desired
APPLICATION	To complete an application for the position, please click here to access the Diocese of Charlotte application form.
ADDITIONAL INFORMATION	<p>Summary: Performs a variety of general bookkeeping, record keeping, accounting functions, administrative and office clerical duties</p> <p>The major duties of this position include but not limited to:</p> <ul style="list-style-type: none"> • Maintaining a complete bookkeeping system for the school. Keep accurate records and receipts for the funds allotted to the school for the purchase of supplies, curriculum, equipment, etc. • Process accounts receivable/payable of all invoices by budget codes. • Process bi-weekly payroll for school employees • Reconcile the monthly checking account and prepare monthly financial reports for Finance Council • Work with Principal on preparing school budget and other necessary school reporting needed • Process all money collected at the school and prepare deposits • Support Administration Director and families with registration process; collection of school registration fees, tracking of students. Also work with NC Opportunity Scholarship program. • Other clerical duties include: Answering phones and directing calls as needed. Attending to the front reception desk when needed or any other duties assigned
APPLICATION & RESUME SENT TO:	<p>If interested, please forward your resume to: bbrandsema@ihmchurch.org</p> <p>Mr. Ryan Schnaith-Ivan, Principal Immaculate Heart of Mary Catholic School, 4145 Johnson Street, High Point, North Carolina 27265 (336) 887-2613 groberts@ihm-school.com</p>



Immaculate Heart of Mary Catholic School is a school in the Diocese of Charlotte. The Mission of the Catholic Schools in the Diocese of Charlotte is to proclaim the Good News of the Gospel and to provide a religious and academic program that allows each student to develop spiritually, intellectually, emotionally, physically and socially, so that each is prepared to live and serve in a changing society as a self-respecting citizen.