



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

<b>POSITION</b>	School Bookkeeper
<b>POSITION TO BEGIN</b>	January 4, 2021
<b>TERMS</b>	Full-time 30-35 hours, with benefits
<b>QUALIFICATIONS</b>	Previous experience with a school is a plus. Familiarity with tuition management functions or experience with FACTS/SIS is desired
<b>APPLICATION</b>	To complete an application for the position, please <a href="#">click here</a> to access the Diocese of Charlotte application form.
<b>ADDITIONAL INFORMATION</b>	<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"> <li>• 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.</li> <li>• Process accounts receivable/payable of all invoices by budget codes.</li> <li>• Process bi-weekly payroll for school employees</li> <li>• Reconcile the monthly checking account and prepare monthly financial reports for Finance Council</li> <li>• Work with Principal on preparing school budget and other necessary school reporting needed</li> <li>• Process all money collected at the school and prepare deposits</li> <li>• Support Administration Director and families with registration process; collection of school registration fees, tracking of students. Also work with NC Opportunity Scholarship program.</li> <li>• Other clerical duties include: Answering phones and directing calls as needed. Attending to the front reception desk when needed or any other duties assigned</li> </ul>
<b>APPLICATION &amp; RESUME SENT TO:</b>	<p><b>If interested, please forward your resume to: <a href="mailto:bbrandsema@ihmchurch.org">bbrandsema@ihmchurch.org</a></b></p> <p>Mr. Ryan Schnaith-Ivan, Principal            Immaculate Heart of Mary Catholic School, 4145 Johnson Street, High Point, North Carolina 27265            (336) 887-2613  <a href="mailto:Rschnaith-ivan@ihm-school.com">Rschnaith-ivan@ihm-school.com</a></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.*