

Immaculate Heart of Mary Catholic School Seeks Applicants for Bookkeeper

Position	School Bookkeeper
Position to Begin	April 16, 2018
Terms:	12 Months, Full Time (30-35 hours/week)
Salary:	Based on experience and qualifications
Qualifications:	Applicant must be able to perform Accounting duties specific to school operations. Previous experience with a school is a plus.
Application:	To complete an application for a non-teaching position in the Diocese of Charlotte, please click here .
Application & Resume sent to:	Mr. Greg Roberts, Principal Immaculate Heart of Mary Catholic School 4145 Johnson St. High Point, NC 27265 groberts@ihm-school.com
Additional Expectations	<ul style="list-style-type: none"> • Must work in a Catholic environment and support Diocesan policies and standards. • Be familiar with tuition management functions; having experience with FACTS is desired. • Coordinate with Church Bookkeeper budget preparation, processing account receivables and payables, and human resource functions; also, provide back-up support. • Be familiar with contract agreements for products and services involving outside vendors. • Assist Principal with budget analysis and cost management of the facilities. • Interact with School personnel to facilitate the collection and disbursement of funds for activities and events.