



ST. BONAVENTURE CATHOLIC SCHOOL

Accounting Clerk

JOB DESCRIPTION 2021-2022

Job Title: Accounting Clerk	Status: Non-Exempt – 12 mo.
Weekly Hours: 20 hours Per Week	Schedule: 10 am – 3pm
Location: St. Bonaventure Catholic School, Huntington Beach	Reports To: Business Mgr.

PRIMARY FUNCTION OF ALL SCHOOL EMPLOYEES:

Under the direction of the school principal is responsible for supporting the Diocese of Orange in its mission to evangelize and catechize youth in a Catholic School environment.

MINISTERIAL COMMITMENTS:

- Recognizes and supports the unique Catholic Mission of the school by speaking, acting, and instructing consistent with the teachings of the Catholic Church; a Catholic school employee may not espouse any doctrine inconsistent with the teachings of the Church
- Give evidence of lived Gospel values by being an active member of a faith community and being open to the importance of a personal faith journey; strive to model the teachings of Jesus by attitude and example
- Help build the school's faith community by a demonstrated willingness to participate in school religious service activities

GENERAL JOB DESCRIPTION:

- Experience in non-profit bookkeeping preferred. Applicant should be conversant with the laws, rules and regulations that are related to control of budgets, contract procedures and internal record keeping activities. Applicant should be proficient in Quick Books and other basic computer applications skills, especially spreadsheets, and word.

PRIMARY DUTIES AND JOB RESPONSIBILITIES:

Accounts Payable

1. Collect and organize incoming bills
2. Maintain receipts for all purchases as back up for bills
3. Secure proper Supervisor approval for bill pay
4. Maintain monthly credit card spreadsheet
5. Update regularly Use Tax Spread sheet
6. Enter bills in Quickbooks and assign expense to appropriate chart of account #
7. Maintain proper recordings in Quickbooks for all vendors requiring 1099's
8. Prepare checks
9. Secure \$ level appropriate signatures for checks
10. Submit check payment records to bank utilizing Positive Pay
11. Secure Check Signatures
12. Process checks with payment stubs and prepare for check distribution
13. Distribute checks via mail, employee mail box, front office secure files for volunteers, etc.
14. Regularly file check request receipts and bill back-up in vendor files
15. Monitor Positive Pay

16. Maintains strict confidentiality
17. Follow all money handling policies
18. Perform other work related tasks

Accounts Receivable

1. Process deposits in the appropriate accounts in Quickbooks
2. Run checks through check scanner
3. Process cash and credit card deposits
4. Produce reports for organizational heads
5. Practice proper cash handling procedures

Vendor Compliance

1. Maintain Net Vendor Data Base
2. Submit new vendor names for approval

Other

1. Maintain proper record retention required for Accounts Payable and Accounts Receivables.

BASIC QUALIFICATIONS:

- Experience with Quickbooks. Individual must possess integrity and the ability to maintain a high degree of confidentiality. Need to possess current knowledge about the principles of accounting and have the ability to work in collaboration with the Principal, Business Manager and Accountant.
- A working knowledge of and a strong commitment to the mission of fostering lay leadership in the Catholic Church. If a baptized Catholic, must be a practicing Roman Catholic in full communion with the church.
- Excellent human relations and interpersonal skills; must be a self-starter and well-organized; must be a team player
- Can manage multiple tasks simultaneously, strong organizational skills and detail oriented
- Highly proficient in using Quickbooks, Microsoft Office (Word, PowerPoint, Excel) and Google G-Suite (Drive, Docs, Sheets, Forms)
- Must have ability to learn new software programs FACTS Information System database, Raptor Visitor Management, and others as needed
- Proficient in use of office machines such as desktop computer, telephone, printer, copier, postage meter, paper shredder, calculator, etc.
- Experience working with the general public in an office environment
- Professional manner and a clean and neat personal appearance

EDUCATION:

- A high school diploma
- Associate degree or two years of college
- School office experience preferred
- CPR/First Aid training certification for adults, children, and infants

WORKING CONDITIONS:

Office setting, experiences frequent interruptions; requires concentration to detail and precision while multitasking; mostly confined front office work area