

St. Francis Xavier School

Job Description

Job Title: Bookkeeper

This position manages all of the financial and associated activities of St. Francis Xavier School which include the following major activities:

- Preparation of the budget for the next school year's activities and programs.
- Preparing and uploading tuition-related and incidental charges for students and billing data for the FACTS billing system.
- Processing all of the school's financial transactions through the QuickBooks accounting system.
- Processing and maintaining all of the Excel spreadsheets and their associated macros used to produce financial reports, tracking of student data, administrative reports, and other administrative activities and programs.
- Interface with Responsible Parties (Parent or Guardian who pays the school bill) to determine and set registration for the new school year, and set up FACTS payment plans. Also, respond to questions about billing from Responsible Parties
- Interface with Scholarship Granting Organizations (SGOs), financial aid grants from SFX Church and other organizations. Process all data required to setup scholarships and financial aid for the Responsible Parties' data in QuickBooks and Excel workbooks.
- Process all employees' hours worked, attendance records, and payroll data for principal's approval.
- Use Federal process of creating and submitting requisition and expenditures for all orders for Title I, II, III and IV Programs; keep up with budget and attend all Federal Programs' meetings with the principal to ensure updates, changes, and deadlines as determined by Birmingham City Schools (training available).
- A task list of specific duties will be available for this position.
- Fulltime position (Five days a week, up to 40 hours a week, actual schedule will be determined)
- Reports daily to School Principal; Direct Supervisor is the Pastor
- Salary to be determined

Candidate Qualifications

The ideal candidate will have the following skills:

- BS degree in accounting, or equivalent work experience
- CPA or CMA license preferred
- Working knowledge of the QuickBooks program.
- High degree of proficiency in the use of Excel spreadsheets.
- Flexible attitude about handling work related problems and situations
- Excellent people skills
- Willingness to love and work with students, parents, and teachers in a school setting