Sister Thea Bowman Catholic School

8213 Church Lane

East St. Louis, IL 62203

Part-Time School Bookkeeper

Sister Thea Bowman Catholic School is seeking a dependable, detail-oriented School Bookkeeper to support the financial operations of our school. Working closely with the principal and office staff, this part-time professional will help maintain accurate records, provide timely financial information, and safeguard school resources with integrity and confidentiality. This is an excellent opportunity to use your financial skills in service to the school and its mission.

KEY RESPONSIBILITIES

Maintain complete and accurate parish financial records in QuickBooks

Record deposits and expenses, and other financial transactions using appropriate accounts.

- Process invoices, payments, reimbursements, and accounts payable with proper approvals and documentation.
- Coordinate payroll information and maintain related records.
- Reconcile bank and credit card accounts and resolve discrepancies promptly.• Prepare regular financial reports for the principal and assist with information needed by school leadership.
- Assist in budgeting, year-end reporting, audits or financial reviews, and required diocesan reporting.
- Maintain organized records and protect confidential employee, donor, and financial information.
- Collaborate professionally with school staff, vendors, and diocesan contacts.

Qualifications

- At least two years of bookkeeping, accounting, or related financial experience.• Working proficiency in QuickBooks.
- Experience with payroll, account reconciliation, and financial reporting preferred. •Strong attention to detail, organization, accuracy, and follow-through.
- Sound judgment and a demonstrated commitment to confidentiality and integrity. • Ability to work independently, manage recurring deadlines, and collaborate effectively.
- Experience in a school or nonprofit setting is a plus.
- Associate or bachelor's degree in accounting, finance, business, or a related field is preferred; comparable experience will be considered.
- Commitment to supporting the mission and values of Sister Thea Bowan Catholic School

Schedule, Compensation & Benefits

- Part-time schedule: three days per week, 8:00 a.m.-3:OO p.m.
- oStarting pay: $18.00 per hour, with final compensation based on relevant skills and experience.
- Participation in 403{b) retirement plan, subject to plan eligibility and terms.

To learn more or to apply, contact:

Ken Nance, 618-698-9012

Please include a resume and a brief statement of interest to knance@srthea.org