

JOIN OUR TEAM!



ACCOUNTANT/BOOKKEEPER

St. Pius X Catholic High School is seeking a dedicated and passionate professional to perform the functions of Accountant/Bookkeeper on a part-time/full-time basis. This position reports directly to the Director of Finance/CFO.

Qualifications

- Background in accounting or bookkeeping
- Ability to establish and maintain cooperative working relationships
- Strong organizational skills and attention to detail
- Commitment to the Catholic Church and Catholic education
- Demonstrates ethical behavior and maintains confidentiality
- Energetic, forward-thinking, and dependable professional

Requirements / Responsibilities

- Count and receipt school monies
- Prepare change boxes for student, sports, and special activities
- Prepare daily bank deposits and corresponding cash receipts journal entries
- Process payments as they become due
- Maintain files of paid invoices and ensure proper account allocation
- Prepare monthly reconciliation of contributions
- Assist with tuition collection and record keeping
- Assist in analyzing financial statements and accounts for accuracy
- Assist with annual budget preparation
- Provide general support to the Director of Finance/CFO, Advancement, and school offices as needed
- Perform other duties as assigned
- Maintain confidentiality of student and school information

Please submit resume to:

St. Pius X Catholic High School
1030 St. Pius Dr.
Crystal City, MO 63028
Attn: Director of Finance