

Holy Family Catholic School
School Bookkeeper
JOB DESCRIPTION

Reports to: Principal (with a dotted line to the Parish Business Manager)

Employment Type: Part-Time (Non-Exempt, 16 hours/week)

Schedule: Flexible hours - typically during school hours (Monday–Friday)

Pay Range: \$25-\$38

Primary Purpose:

The primary purpose of this position is to perform bookkeeping functions for Holy Family School in a manner that maintains financial accuracy, compliance with regulations, and preparedness. The Bookkeeper works closely with the Principal and the Parish Business Manager to oversee financial transactions, financial record-keeping, and financial reporting in conformity with Holy Family's policy and Archdiocesan guidelines. The Bookkeeper is expected to collaborate closely with TCM Bookkeeping Services to enable a smooth financial closing process each month. Ensure that the principal is well-informed of all of the financial ongoing of the school.

Major Position Responsibilities

Accounts Payable

- Develop, maintain, and update financial files in QuickBooks and/or Aplos.
- Pay all bills in a timely manner and properly maintain related records.
- Process payments for vendors, reimbursements, and other payables.
- Manage payments for 403b and related retirement accounts in coordination with ADP and TCM.
- Prepare and submit 1099 forms by January 31 and 1096 forms by the IRS deadline.

Accounts Receivable and Cash Operations

- Develop and maintain all family tuition files, reconcile with SMART, and follow up on past-due payments.
- Invoice and collect payments for school programs, clubs, and related fees (School registration, Parent Guild, sports, hot lunch, fundraisers, etc.).
- Record all deposits and payments in QuickBooks.
- Monitor bank balances and prepare bank deposits.
- Handle insufficient fund payments and follow up for recovery.
- Provide financial reports related to deposits, payments, and account reconciliation to the Principal, School Finance Council, and Parish Business Manager.

Financial Reporting

- Provide financial reports (Balance Sheet, Profit & Loss, Cash Flow, and related schedules) to the Principal, Parish Finance Council, Parish Business Manager, and the Archdiocese of Los Angeles.

- Develop and submit annual financial reports and budgets to the Archdiocese by their deadline (typically quarterly).
- Provide information and collaborate with the Principal and Finance Council to aid in annual budget preparation and financial oversight.
- Support TCM in their financial closing process, reconciliation, and preparation of financial statements.

Payroll Processing

- Gather and submit hours to ADP for processing.
- Enter and reconcile ADP payroll reports in QuickBooks.
- Maintain accurate payroll and leave records in conformity with employment policy and regulations.

Collaborative Processes with TCM

- Provide TCM with bank statements, financial reports, and all relevant financial data each month.
- Communicate regularly with TCM team to identify and resolve issues or inaccuracies.
- Support TCM in their annual closing process, reconciliation, 1099 preparation, and financial filing.

Additional Responsibilities

- Ensure clear, accurate, timely communication with Principal and stakeholders.
- Address any issues that arise in a professional manner.
- Maintain a professional, cooperative, and respectful relationship with all members of Holy Family community.
- Support and enforce discipline, routines, and procedures related to financial controls.
- Perform other duties as assigned by the Principal or Parish Finance Council.
- Keep financial files, classroom, and work area well organized and up to date.

Qualifications

- Associate's degree or higher in accounting or related discipline preferred.
- General accounting and bookkeeping experience (preferably in a non-profit or educational setting).
- Ability to collaborate with stakeholders and communicate financial information in a clear and helpful manner.
- Familiarity with QuickBooks or Aplos accounting software; ADP payroll services; and related financial tools.
- Commitment to discretion, confidentiality, and professionalism in financial matters.
- Ability to handle multiple priorities with strong organizational skills.
- Dependability, humility, a sense of humor, and a passion for serving a faith-based community.