

St. Joseph High School, a private Catholic school in Victoria, Texas, seeks a mission-driven Bookkeeper/Financial Manager to support our commitment to fiscal responsibility and Catholic values.

Job Title:

Bookkeeper/Financial Manager

Primary Purpose:

The Bookkeeper/Financial Manager oversees the day-to-day financial operations of St. Joseph High School, ensuring accurate record-keeping, timely reporting, and compliance with financial standards. Reporting to the President and working with the Finance Committee, the Bookkeeper/Financial Manager maintains the school's financial health, supporting its mission of academic excellence and spiritual formation through effective stewardship of resources.

Key Responsibilities:

- **Financial Record-Keeping and Reconciliation:** Balance bank statements for multiple accounts, including various checking and savings accounts at different financial institutions, investment agency accounts, and trust/endowment accounts. Process deposits for fundraising campaigns, events, extracurricular activities, and summer camps - accepting cash, checks, credit cards, and online payments - and ensure timely deposits to the bank.
- **Financial Reporting:** Prepare monthly financial reports for Finance Committee meetings and concise summaries for monthly Board of Directors meetings. Compile an annual financial report for the school's magazine.
- **Payroll Management:** Process payroll twice monthly through ADP, updating payroll for new insurance rates in July and new payroll structures in August.
- **Accounts Payable:** Code invoices to appropriate accounts, review for accuracy, and sign accounts payable checks weekly.
- **Budget Support:** Develop and monitor the annual budget in alignment with the school's mission and operational needs.
- **Health Insurance Administration:** Manage open enrollment for health insurance in May, coordinating with external providers and ensuring compliance with Catholic ethical standards.
- **Compliance and Internal Controls:** Ensure financial practices comply with Generally Accepted Accounting Principles (GAAP) and Texas Catholic Conference of Bishops - Education Department (TCCB-ED) standards. Maintain accurate financial records and support audit processes.
- **Technology and Systems:** Utilize financial management software (e.g., QuickBooks or similar) to ensure accurate and efficient record-keeping and reporting.
- **Collaboration and Communication:** Work closely with the President, Finance Committee, and Advancement Office to provide clear, mission-focused financial updates. Translate financial data into accessible information for non-financial stakeholders.
- **Mission Alignment:** Reflect the school's Catholic identity and Marianist values in all financial operations and interactions with staff, vendors, and the school community.

Education/Certification:

- **Required:** Certification in bookkeeping or accounting (e.g., Certified Bookkeeper (CB) or QuickBooks ProAdvisor). Familiarity with TCCB-ED financial standards is a plus.
- **Preferred:** Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or a related field.

Experience:

- **Required:** Minimum of 3–5 years of experience in bookkeeping, accounting, or financial management.
- **Preferred:** Experience in a school or nonprofit setting, with proficiency in QuickBooks, ADP payroll systems, or similar platforms. Familiarity with managing multiple bank accounts and financial reporting for small to mid-sized organizations (e.g., \$1–\$10 million budgets).
- **Skills:** Strong organizational and analytical skills, attention to detail, and proficiency in financial software. Ability to communicate effectively with diverse stakeholders and uphold Catholic values.

Compensation:

Competitive salary commensurate with experience.

Additional Requirements:

Candidates must pass Diocesan screening and a background check to be eligible for employment. A Diocesan application is available through the school's website.

Contact:

For more information or to apply, contact St. Joseph High School President, John Gilley, at jgilley@stjflyers.com.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.