



# SAINT PIUS V SCHOOL

WELCOMING TRUTH SINCE 1929

## JOB POSTING

December 16, 2020

Saint Pius V School seeks a qualified Business Manager to join our team at St. Pius V School. If you are hardworking, team-oriented, and dedicated to the unique mission of Catholic Education then we invite you to consider a career at Saint Pius V School. This position requires 24 hours/week. Pay commensurate with experience.

### Qualifications

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- Experience in bookkeeping
- Familiarity with internal controls
- Able to type, including accuracy with numbers
- Experience using QuickBooks and Microsoft Excel
- Able to handle telephone calls promptly and courteously
- Able to maintain strict confidentiality
- Able to work independently with responsibility
- Ability to maintain a neat and well-organized work environment
- Knowledge of Diocesan policies and procedures related to employee benefits

### Requirements

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- Bachelor's Degree in Accounting or another related field

### Job Description

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#### Bookkeeping Functions:

- Perform bookkeeping duties for the School, reporting directly to the Principal
- Post all deposits and bills into QuickBooks accounting program
- Prepare bank reconciliations through QuickBooks
- Maintain financial information files, filing paid invoices and updating file folders
- Assist in monitoring the Diocesan financial aid awards to be certain that all families are eligible for awards
- Post all financial aid to the tuition receipt accounts
- Monitor tuition payments posted at the school level or paid directly to FACTS tuition management
- Review delinquent accounts monthly to be sure families are current with tuition payments, and then share the delinquent account information with the Principal
- Collaborate regularly with the Parish Bookkeeper
- Work with the Director of Advancement to plan for grant opportunities and record gifts



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## Human Resources Functions:

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- Input payroll data using Paychex online program and posting into QuickBooks
- Input bi-weekly payroll to PaychexFlex
- Work with current employees to answer questions during open enrollment or a qualifying event for insurance and other benefits
- Answer questions about pension plan
- Work with retiring employees to ensure pension benefits, if applicable
- Work with new hires to present appropriate paperwork and answer questions
- Send appropriate paperwork to Fiscal Office and Catholic School Office

## Contact Information

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Interested parties should send resumes to:

Sister Josemaria Pence, O.P.  
Principal of Saint Pius V School  
[principal@spvri.org](mailto:principal@spvri.org)



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