

**St. Rose of Lima Catholic School**  
**520 Nat Washington Way • Ephrata, WA 98848 • (509) 754-4901**

**Position Description**

**JOB TITLE:** Bookkeeper

**DEPARTMENT:** St. Rose of Lima School

**TITLE OF SUPERVISOR:** Amy Krautscheid

**CLASSIFICATION:** Part-time, hourly

**DATE PREPARED:** April 8, 2014

**DATE REVISED:**

**APPROVED BY:** \_\_\_\_\_  
Rev. Miguel Gonzalez

**POSITION SUMMARY:**

The Bookkeeper provides bookkeeping support and performs general finance duties for the principal and staff. The Bookkeeper maintains strict confidentiality regarding all financial and personal information encountered during the performance of job duties, provides professional and friendly demeanor in representing the school to our families, the Diocese, vendors and the general public.

**MAJOR RESPONSIBILITIES:**

1. Provides clerical services for the finances of St. Rose of Lima School.
  - a. Composes letters, reports, minutes, general correspondence and other such documents
  - b. Maintains an accurate filing system for school records
  - c. Maintains current data base lists for mailings as requested
  - d. Retains and files paper documents for future disposition
  - e. Maintain delinquency records and call families who are delinquent to set up a repayment plan
  - f. Help the secretary and hot lunch coordinator maintain hot lunch status with OSPI
  - g. Organize and maintain coordination of different bank accounts
  - h. Assists in maintaining school cost center budgets related to ordering, receiving and distributing materials and supplies
  
2. Provides Bookkeeper services for the Office of St. Rose of Lima School.
  - a. Prepares Quarterly and Yearly Tax Reporting
  - b. Prepares Quarterly Taxes and L&I Reporting
  - c. Maintains accurate record of Accounts Receivable and Accounts Payable
  - d. Accurate financial administration with QuickBooks Software
  - e. Prepare monthly budget reports
  - f. Receive, log, post, and deposit all school fees
  
3. Other General Duties:
  - a. Coordinates money for insurance and rental usage of the school facilities
  - b. Attends Finance meeting when needed and the Annual Diocese of Yakima Bookkeeper Training
  - c. Beginning and end of the year ordering for staff and office budgets and maintenance
  - d. Help set yearly budget/tuition schedule for the next school year
  - e. Performs other duties as may be required by the principal for personnel

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**WORK SCHEDULE:**

\*\*The normal work schedule is 7 hours per week with exact schedules determined by the principal. It is the attendance standard of the Diocese of Yakima that all employees are present and on time each work period that they are scheduled to work. Full or partial absence during any scheduled work period, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

**JOB REQUIREMENTS:**

The following requirements are those that are normally required for performance of this position. Any disabled applicant or incumbent who does not meet one or more of the requirements, but who can perform the essential functions of the job (with or without reasonable accommodations) shall be deemed to meet these requirements.

• **PHYSICAL REQUIREMENTS:**

This position normally requires the physical demands of standing, walking, bending, lifting or performing other work required low physical exertion, talking, and hearing on a regular basis to perform the job requirements. These physical demands are required up to 90% of the time.

• **NON-PHYSICAL REQUIREMENTS:**

1. Education:

- a. A minimum of a High School diploma, with post-secondary education in Secretarial Science, Business Administration, and Computer Technology preferred.

2. Experience:

- a. 2 to 3 years as a bookkeeper with demonstrated success preferred
- b. Demonstrated competence in the operation of computers within the previous five (5) years
- c. Proficiency in Microsoft Office Programs (Word, Access, Excel, Publisher, PowerPoint)
- d. Experience using QuickBooks Software preferred

• **SPECIAL SKILLS:**

- a. Ability to work well with others, to maintain confidentiality and a positive, team-oriented attitude toward parents and staff
- b. Ability to handle difficult people and stressful situations in a calm and respectful manner
- c. Ability to frequently re-evaluate and reprioritize tasks
- d. Good organizational skills and the ability to manage multiple tasks simultaneously
- e. Self starter and creative problem solver
- f. Excellent oral, written, and interpersonal communications skills
- g. Detail oriented and able to handle multi-tasks responsibilities in strict monthly timelines
- h. Skills using calendar/scheduling and graphics software desired
- i. Ability to learn database management programs easily and knowledge of database manipulation using excel mail merge, etc.

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**ACKNOWLEDGEMENT**

**THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND / OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. ST. ROSE OF LIMA RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITIION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS "AT WILL" AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR BY ST. ROSE OF LIMA SCHOOL WITH OR WITHOUT CAUSE OR NOTICE. THIS POSITION REQUIRES THE EMPLOYEE IS A PRACTICING CATHOLIC IN GOOD STANDING WITH THE CATHOLIC CHURCH AND COMMITTED WITH THE MISSION AND VALUES OF THE CATHOLIC CHURCH IN CENTRAL WASHINGTON.**

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**Signature of Employee**

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**Date**

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**Signature of Supervisor**

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**Date**

The Diocese of Yakima is an equal opportunity employer without regard to race, sex, color, place of national origin, age, or disability in otherwise qualified individuals as defined by state and federal law. This is subject to the recognition that there are certain positions within the Diocese in which membership and active participation in the Catholic Church are required and / or desirable in order to fulfill the responsibilities of the position.