

BOOKKEEPER/CONTROLLER'S ASSISTANT

PRINCIPAL RESPONSIBILITIES:

1. Process payroll in a timely manner, including updating employee records for all deductions and special pay arrangements
2. Work with the controller and outside consultant to prepare, distribute, and process completed tuition agreements for all families of Saint Albert students
3. Collect all necessary information for processing vendor payments; prepare vouchers for payment; and process completed checks
4. Collect, account for, and record cash receipts and make bank deposits
5. Assist controller in assembling information for external auditors for the annual audit
6. Input contribution information to donor database and prepare donor acknowledgement letters and other correspondence
7. Verify and process matching gifts from participating organizations
8. Process worker compensation claims with insurance carrier
9. Maintain employee personnel files
10. Collect information for and enter credit card payments into secure online system
11. Prepare and reconcile cash box funds for activities where admissions or other charges are collected; maintain an adequate overall cash fund for use in cash boxes
12. Provide employee information to outsiders such as employment verification at lender and employer requests

DESIRED QUALIFICATIONS:

The candidate should have knowledge of accounting processes and business administration. Preference will be given to candidates with a working knowledge of QuickBooks accounting software. Must be very organized and detail oriented. Must be able to manage multiple tasks at once. Must have excellent interpersonal skills.