

St. John the Baptist Catholic School  
Healdsburg, CA  
Job Description

St. John the Baptist Catholic School is seeking a dynamic and detail-oriented person to serve as the school's Bookkeeper.

As a member of the Principal's staff, the Bookkeeper provides day-to-day fiscal and operational services that include computer input/output tasks related to family accounts and overall financial record-keeping and documentation. The Bookkeeper ensures internal control and safekeeping of all school funds.

This is a part-time position that involves communication and collaboration with faculty, staff and parents in the school community.

**Position: Bookkeeper**

**Status: Part-time (25-30 hours/week)**

**Required (or Preferred) Qualifications:**

- Minimum HS diploma with a combination of college credits (accounting concentration) or equivalent work experience with demonstrated abilities in accounting and reporting (Bachelor's degree preferred)
- Proficient with relevant computer applications, including Online Quickbooks, MS Office, Google documents
- Ability to operate standard office equipment, such as 10-key by touch, multi-line phones, scanners, fax machine
- Professional demeanor and attitude
- Trustworthy and able to maintain confidentiality of information on a need-to-know basis
- Ability to handle multiple responsibilities and to properly prioritize
- Work well with a variety of faculty, staff, parents and students
- Demonstrated ability to organize, file, maintain and access records, invoices, contracts, etc.
- Solid writing skills with ability to communicate effectively with all school stakeholders
- Excellent verbal communications as well as telephone etiquette
- *Bilingual a plus*
- Appropriate health verification and satisfactory background check

**Other Desired Qualifications:**

- A faithful, practicing Catholic
- Commitment to the school mission and philosophy
- A candidate who is confident, a team player, and loves children

**Application Process: Any interested candidate should...**

Submit a cover letter and resume to:

Mr. James Brandt  
217 Fitch St.  
Healdsburg, CA 95448

Or e-mail: [james.brandt@sjshbg.org](mailto:james.brandt@sjshbg.org)

Or call: 707-433-2758