



3617 Harford Road | Baltimore, MD 21218 | 410-467-1683 | www.sfa-school.org

BOOKKEEPER

St. Francis of Assisi School, a PK-8 Catholic School located in Baltimore, MD seeks a 12-month, part-time School Bookkeeper. The successful candidate will serve in a key administrative role reporting directly to the Principal with responsibility for accounts receivable/payable, financial records, and budgeting. This is a twelve-month/part-time employment opportunity with hours and days determined by the School Principal.

SFA is proud of its diverse community, with families from all backgrounds, including over 45 different countries of origin. SFA encourages candidates of diverse backgrounds and experiences to apply for employment.

Job Description:

- Responsible for maintaining and enhancing the school's financial and accounting system controls and policies. Directs all financial activities and accounting practices for the school.
- Records accurately tuition collection and financial aid, including the FACTS Tuition Management and Grant and Aid systems. Ensures timely posting of revenue transactions and reconciles the system with the general ledger on a monthly and annual basis. Establish/maintain contact with service rep at FACTS.
- Maintains an accurate filing, record keeping, and general ledger system for all school financial matters.
- Prepares invoices for payment (expense coding/location sharing) and prepares checks for school vendors.
- Manages the preparation, presentation, approval and ongoing monitoring of the operating and capital budgets in collaboration with the Principal and School Board.
- Develops and/or reviews and publishes timely and accurate monthly financial, budget and statistical reports to school leadership and the Archdiocese.
- Ensures compliance with all relevant federal and state statutes regarding fiscal regulations and policies. Facilitates all internal and external financial audits where applicable.
- Ensures compliance for all personnel (including school employees) with Diocesan policies and applicable federal and state laws and regulations.

Qualifications:

- Bachelor's Degree required; Master's Degree and/or CPA preferred.
- Experience should include 3-5 years as an accountant or comparable financial setting, reconciliations, budget analysis and projections, ledger entries.
- Confidentiality, positive attitude, and professionalism expected in all circumstances. Must be supportive of school mission, philosophy, and school-wide initiatives.
- Experience working with a non-profit, private, or Catholic school setting preferred.

To apply for the position, please submit résumé and three professional references to the attention of Mr. John D'Adamo, Principal, at dadamoj@sfa-school.org.