



SETON LASALLE CATHOLIC HIGH SCHOOL

Bookkeeper/Stewardship Coordinator

Summary

Seton LaSalle Catholic High School is looking for a part-time bookkeeper and stewardship coordinator to work 20-25 hours per week.

Qualifications for this position include demonstrated skills in leadership, stewardship, fundraising and accounting. The individual must have good communication skills, exercise discretion and good judgment, be self-disciplined and attentive to detail, and be able to work collaboratively and diplomatically with both staff and school families.

To apply, please send resume, cover letter and references to Careers@slshs.org by Friday, December 21, 2018.

Finance

- § Manage all A/P functions
- § Manage processes for collection and deposit of cash and checks
- § Oversee PO process for the school and booster groups
- § Reconcile checking accounts and payroll reports
- § Provide oversight of booster organizations' financial activities, including preparation monthly statements, and maintain communication with the organizations' treasurers
- § Review annually all contracts and leases, including, but not limited to, cafeteria, contracted maintenance, copier maintenance, telephone and computer/software services

Stewardship

- § Collaborate with business office staff to maintain and manage all databases
- § Act in a finance support role for all advancement office activities, including, but not limited to annual fund, special events, constituent relations, admissions, capital campaigns, major gift programs, and planned giving
- § Manage the data/finance part of the scholarship process