

**Saint Raphael Academy**

**6-10-10**

**Current Employment Opportunity:**

Bookkeeper

Responsibilities:

This position is responsible for receiving and recording cash receipts, receiving and processing accounts payable, preparing and posting general journal entries, account reconciliations, periodic report printing and distribution, and other duties as assigned by the Business Manager. Position interacts with parents, students, faculty, staff and administration.

Requirements:

Bookkeeping experience; An orientation towards service and support; Microsoft Word, Excel and Access skills; Knowledge of finance, accounting and budgeting principles; Knowledge of automated financial and accounting reporting systems.

Position reports to:

Business Manager

Send resume to [rkissell@saintrays.org](mailto:rkissell@saintrays.org) or mail to:

Richard Kissell  
Business Manager  
Saint Raphael Academy  
123 Walcott Street  
Pawtucket, RI 02860

See below for detailed job description.

**CURRENT EMPLOYMENT OPPORTUNITY**  
**6-10-10**

**SAINT RAPHAEL ACADEMY**

**Position Description:** Bookkeeper

**Responsibilities and duties:**

Receive and record cash receipts

Open Business Office mail, sort and distribute

Segregate cash receipts; record cash receipts and include account distribution

Prepare deposit ticket and / or scan checks utilizing bank deposit program

Perform collection process

Contact parents via telephone, email and letter

Review accounts with Business Manager

Print daily AR detail ledger

Maintain petty cash

Receive and record accounts payable

Review vendor invoices for correctness and enter into AP file.

A copy of the original invoice should be made as a follow-up copy with the original invoice sent to department heads for approval before processing for payment. Follow up within a week of sending the invoices out for approval.

Enter new vendors into the AP program.

Prepare weekly an outstanding AP listing and review with Business Manager to determine which open items will be paid, "due dates" will be the priority.

Prepare checks and combine with vendor invoices, this is usually done on Thursday's, Wednesday's during the summer work schedule.

Prepare and enter journal entries; all journal entries must be approved by the Business Manager before entry.

Maintain general ledger:

Print trial balance monthly.

Reconcile GL accounts, specific accounts will be assigned by the Business Manager.

Print quarterly cost / department reports for area heads and department managers.

Perform other projects as assigned.