



Finance Department Assistant

Full Time with Benefits

Start Date July 1, 2023

Job Description:

Specific Tasks:

Accounts Receivable processing, preparing bank deposits, state scholarship program management. Candidate should have experience in bookkeeping.

SJPIIA provides excellent working conditions with competitive compensation in order to attract and retain an outstanding workforce. The Diocese of Palm Beach offers a competitive benefits package to employee's working 30 or more hours per work week consisting of comprehensive medical, vision, dental, LTD, group life insurance, optional life insurance. The Diocese also provides a 403(b)-retirement plan to all employees.

**General Position Summary:** The candidate must have a background in bookkeeping. The bookkeeper duties could include but are not limited to accounts receivable, posting tuition payments in Sage, maintaining rosters within the state scholarship system among other tasks as determined by the finance director. The bookkeeper needs to be an effective communicator, a team player and be able to provide specific information to the Finance Director as needed.

**Qualifications:**

Some college or post high school vocation tech school credits in account with equivalent business experience (3+ years) is preferred.

Proficiency in Excel, Word, and Internet.

SAGE 50 experience a plus.

Ability to work independently and multi task with emphasis on meeting tight deadlines. Excellent analytical skills and problem-solving capabilities.

Attention to detail and able to work in a fast-paced environment.

Must be reliable and able to work effectively with Diocesan employees, department heads, representatives of other agencies and the general public.

Excellent and professional telephone manners and interpersonal skills.

Adhere to the Diocese of Palm Beach Code of Conduct with emphasis on confidentiality, consistently exercise discretion and good business judgement.



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**Physical Requirements:**

Job may require lifting of objects not to exceed 25 pounds, with frequent lifting and/or carrying of objects - stooping and kneeling may also be required.

Frequent use of both hands and fingers (i.e., typing)

Frequent extended periods of sitting.

Occasional periods of standing, kneeling, climbing.

Occasional time working closely with others.

Employee will be exposed to visual display terminal for prolonged periods.

The above is intended to describe the general context of and requirements for this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.