



Our Lady of the Valley Catholic School



5510 Double Oak Lane
Birmingham, Alabama 35242
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Our Lady of the Valley Catholic School is currently advertising a part-time bookkeeper position. The position offers 20 hours per week during the school year. Flexible days and hours can be arranged during summer hours.

Job Responsibilities:

- Responsible for all accounts payable and receivable using Quick Books and FACTS Management Systems
- Reconcile and prepare monthly financial reports
- Monthly Extended Care billing
- Prepare bank deposits (cash and checks) on a daily basis
- Process by-weekly payroll (Paycor)
- Assist principal with preparing the yearly school budget
- Update all families FACTS accounts with new amounts and payment plans annually (tuition, classroom supplies, scrip buy-out fees, field trip fee and other misc. expenses)
- Assist with registration and enrollment process
- Assist employees with payroll changes and monthly benefit updates as needed
- Update and maintain student & family information in QuickBooks and FACTS Management

Important Qualifications:

- Highly organized, accurate and have a strong attention to detail
- Ability to maintain strict confidentiality
- Proficient in QuickBooks preferred
- Experience with FACTS Tuition Management Program, Paycor Payroll Program and RenWeb School Management Program a plus

Interested candidates should send a resume, cover letter, and references to the school principal, Andy Rothery at arothery@olvsch.com.

The position is open and we are looking to make an immediate hire.