



All Saints Catholic

All Saints Catholic Schools
217 S. Monroe St.
Bay City, MI 48708
(989) 892-2533
ascbaycity.org

All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

Job Title

Business Office Bookkeeper

Job Overview

All Saints Catholic is looking for a full-time Business Office Bookkeeper to support the day-to-day operations of our Finance office. In general, the Business Office Bookkeeper will be responsible for accounts payable, accounts receivable, payroll, customer service, data entry, as well as assisting with other duties assigned.

Responsibilities and Duties

Accounts Receivable:

- Set up payment schedules for families and parishes
- Apply all payments (cash, credit card and ACH)
- Manage all past due accounts

Accounts Payable:

- Prepare and pay all bills weekly for all locations

Payroll:

- Pay all employees bi-weekly
- Prepare and mail 1099's annually

Bank Reconciliation:

- Reconcile bank accounts monthly

Accountability & Collaborative Relationships

- The Business Office Bookkeeper will report to the Director of Finance and the Superintendent of Catholic Schools
- Work with all other administration and support staff
- Work with families and parishes
- Willing to assist with other duties as assigned

Desired Qualifications

- Background in a business office setting
- Experience in Excel and Word
- Experience with data entry
- Experience with payroll

Interested candidates should send resume and cover letter by:

Email to: Phillip Strauss, Director of Finance, phillip.strauss@ascbaycity.org (list Business Office Bookkeeper in subject line)

Mail to: Phillip Strauss
(Business Office Bookkeeper)
217 S. Monroe St.
Bay City, MI 48708