



SACRED HEART-GRIFFIN HIGH SCHOOL

Mission Statement

"Sacred Heart-Griffin is a Catholic, Dominican college preparatory high school that welcomes a diverse population to pursue academic excellence within the Dominican values of study, prayer, service and community."

Bookkeeper | Finance Assistant

Type of Employment: Part-time

Salary/Benefits:

- Salary range : \$20,000-\$25,000 - commensurate with education and experience.
- Dental insurance
- Health insurance
- Vision insurance
- 403(b) direct contribution and matching
- Flexible spending account
- Life insurance
- Paid time off

Job Summary:

Performs various bookkeeping functions relating to the Finance Department, including, but not limited to, accounts payable, accounts receivable (excluding tuition), reconciling bank statements, and maintaining the general ledger.

Qualifications:

- Education: high school graduate, bachelor's degree preferred; thorough training in word processing, spreadsheets, and computerized accounting
- Experience: minimum two years experience with bookkeeping
- Special job requirements: effective organizational and time management skills; good communication and human relations skills

Job Relationships:

- Responsible to the President and Business Manager
- Interacts on a regular basis with vendors, administrators, faculty and staff

Responsibilities:

General/Professional

- Keeps current in professional/technical areas related to bookkeeping
- Maintains confidentiality as appropriate in all business dealings
- Supports and interprets the Dominican Sisters' Christian mission and philosophy

Organizational/Financial

- Assists in General Accounting functions, including, but not limited to, journal entry preparation and entry, petty cash monitoring, processing of insufficient funds checks, and various monthly reports and verifications, making any correcting journal entries necessary
- Processing accounts payable in a timely manner
- Handles correspondence with vendors
- Prepares monthly reconciliations
- Maintains files associated with General Accounting
- Processes mail
- Prepares bank deposits
- Performs other tasks as requested by the President, Business Manager or Tuition Manager

School Website: shg.org.

Job Posting Date: April 16, 2026

How to apply: How to apply: Interested applicants should send a cover letter and resume to Tom Fiaush, Business Manager, at fiaush@shg.org.