

St. Anne Catholic School is looking for a skilled **Bookkeeper** to maintain our financial records, including purchases, payroll, receipts, and payments. This position will work closely with our administrative team to create and analyze financial reports, process accounts payable and receivable, and manage invoices and payroll. The position also includes administrative and office clerical duties. Our ideal candidate holds a Finance degree and is familiar with software including ADP and FACTS Management. Ultimately, the Bookkeeper's responsibilities are to accurately record all day-to-day financial transactions of our school. Interested candidates should include a resume and cover letter for review.