



JOB OPPORTUNITY
Villa Maria Academy High School
Malvern, PA

Job Title: **PART-TIME ACCOUNTING ASSISTANT**

Reports to: **Assistant Director of Business Operations**

Posted: **9.30.2024**

Deadline: *open until filled*

Anticipated Start Date: *asap*

The Accounting Assistant will assist the Business Operations Team with a variety of financial tasks and clerical assignments. This is an exempt, part-time (under 30 hours per week) year around position. As a member of the VMA community, the individual supports and fosters the mission and core values of Villa Maria Academy.

Key Responsibilities of this Position:

- Update cash weekly
- Budget reports monthly to department heads
- Cash deposits
- Check deposits (via scanner)
- Stripe Refunds
- Audit assistance
- School store accounting
- Summer series accounting: camps and classes
- Bank reconciliations
- Raisers Edge reconciliation
- Other Receivables (Exchange) reconciliation
- Credit card administration
- Other duties assigned

Education:

- Required: Bachelor's degree in business, with accounting/bookkeeping experience or skills.

Skills and Experience:

- Microsoft Excel skills and experience required.
- Excellent communication skills, both verbal and written, are expected.

- The ability to work effectively with other professionals, customers (parents), and vendors is necessary.
- Experience with non-profit accounting, GAAP/accrual accounting, a plus.
- Understanding of financial statements.

If interested, please submit a cover letter, resume and completed VMA Job Application found on the school website (<https://www.vmahs.org/about-villa-maria/employment>) to Mrs. Jo Zabat, Human Resource Manager, Villa Maria Academy High School at hrvma@vmahs.org