



St. Alphonsus School is seeking joyful candidates to join our school as a Finance and Resource Assistant for the 2024 - 2025 school year.

Qualifications needed:

- High school diploma
- Knowledge of QuickBooks and Microsoft Office
- Experience processing invoices
- Experience in a school setting preferred

Duties include:

1. Use QuickBooks to process invoices, enter credit card charges, enter donations and set up new vendors.
2. Filing – accounts payable invoices, daily deposits, W9s etc.
3. Maintains school accounting email and documents received.
4. Creates and issues purchase orders.
5. Creates FACTS forms in the FACTS Tuition Management System.
6. Assist resource teacher with administering testing accommodations.
7. Supervise children at various duty posts.
8. Other duties/responsibilities assigned by administration as needed.

To apply, submit cover letter and resume to Kristy Monsour, St. Alphonsus School Principal, at kmonsour@stalphonsusbr.org. On your resume, include one personal and one professional reference with contact information.

Mission of St. Alphonsus Catholic School

The Mission of St. Alphonsus Liguori Catholic School is to form students in the Catholic Faith spiritually, academically, physically, and culturally in an environment of academic excellence.