



## STAFF ACCOUNTANT

Eastside Catholic School is an educational community of faith, guided by Catholic tradition and teachings, where students in grades six through 12 learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships, and inspire a life of leadership and service to others. Founded by parents in 1980, the school is governed by an elected board of trustees. It is the only seven-year, co-educational Catholic school on the Eastside, and offers a comprehensive college preparatory curriculum. Eastside Catholic School enrolls 865 students, employs 130 faculty and staff members and has an alumni base of over 4,600.

### POSITION

Eastside Catholic School is seeking a staff accountant, reporting to the Director of Accounting and Business Operations. This is a part-time, year-round position with approximately 30 hours per week. The position is benefit eligible and has the potential to develop into a full-time position with additional duties.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Process vendor invoices for payment in weekly check run
- Record purchases made on school issued credit cards
- Complete and file monthly B+O and sales and use tax return
- Maintain vendor files, W9 information and annual 1099 forms and reporting
- Research vendor payment questions, match purchase orders to invoiced items and follow up on outstanding checks
- Manage student incidental billings during the school year
- Prepare daily check deposits and prepare weekly cash deposits
- Prepare and post monthly journal entries
- Assist with monthly payroll processing

### KNOWLEDGE AND EXPERIENCE

- Bachelor's degree in accounting or relevant experience in a bookkeeping or accounting role
- Ability to work independently and make decisions
- Ability to prioritize multiple tasks, manage deadlines and solve problems effectively and efficiently in a service-oriented manner with continuous disruption
- Demonstrate high level of integrity
- Demonstrate excellent work ethic and ability to function as a team player

A competitive salary and benefits package, commensurate with experience and effectiveness will be provided. The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

Please apply directly through the Archdiocese of Seattle Catholic Schools - Employment Application at [ocsww.org/employment.php](https://ocsww.org/employment.php).

*While we are a Catholic school, Eastside Catholic welcomes people of all faiths and creeds. We are always looking for faculty and staff with experience with facilitating extracurricular activities and coaching all sports.*