



**Mercy High School
Job Description**

Job Title: Accounting Clerk
Department: Accounting
Reports To: Accountants and Head of School
FLSA Status: Non-Exempt; Part-time hourly
Prepared by: Natalie Cirigliano Brosnan
Preparation Date: February 2022
Salary: From \$25 per hour

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Accounting Clerk reports to the Accounting Team and the Head of School and is responsible for supporting the accounting needs of the school.

Qualifications:

The Accounting Clerk should have a passion for Catholic education and advancing women's education. To perform the job successfully, the individual should be a strong colleague who communicates with warmth and transparency and who honors confidentiality.

The Accounting Clerk must possess the ability to perform as part of a team and have excellent interpersonal skills; have excellent written and verbal communication skills and the ability to work with a wide range of audiences; needs strong organizational skills and be detail-oriented, with the ability to multitask; ability to understand basic math and accounting principles; meet challenges with a sense of humor and a "can do it" attitude.

Essential Duties and Responsibilities include the following:

- Performing basic office tasks, including answering phones, responding to emails, processing mail, making photocopies, filing, etc.
- Recording information, processing, and filing forms.
- Preparing checks and deposits
- Updating ledgers, researching, and resolving discrepancies.
- Abiding by all company procedures and accounting principles.
- Responding appropriately to vendor, client, and internal requests.
- Supporting the Accounting Department in running smoothly and efficiently.
- Reconciles account balances as assigned for the purpose of maintaining accurate balances and complying with accounting practices.
- Understand and uphold the standards, confidentiality, policies, and Mission of Mercy High School
- Support additional duties that may arise
- Part-time availability (Up to 20 hours/ week during the hours Monday-Friday, 8am-3pm)



Minimal Qualifications:

- High School diploma is required, more education and experience is generally preferred.
- Knowledge of accounting/bookkeeping procedures and principles.
- Attention to detail.
- Ethical behavior when dealing with sensitive financial information.
- High level of accuracy and efficiency.
- Exceptional verbal and written communication skills.
- Courteous, professional manner, strong customer service skills.
- Computer literacy and strong typing skills, experience with accounting software may be required.
- Willingness to comply with all company, local, state, and federal financial regulations.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with constant interruptions
- Ability to work under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures.
- Ability to perform basic math, including calculations using fractions, percentages, and/or ratios; and solve practical problems.
- Knowledge operating standard office equipment including using pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.
- Generally the job requires 85% sitting, 10% walking, and 5% standing.

Experience:

- Experience with Quickbooks Online preferred
- Aptitude with spreadsheets

Send resume and cover letter to: Lynn Beal at lbeal@mercyhsb.com

If emailing, please use subject line "Accounting Clerk"

STATEMENT OF NON-DISCRIMINATION

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)