



# OUR LADY of MERCY

Our Lady of Mercy Catholic School

## Bookkeeper Job Description

June 30, 2022

Our Lady of Mercy Catholic School is seeking a joyful and faithful professional to serve as Business Bookkeeper. This position is a full time, 12-month position. Our Lady of Mercy is a 3Y – 8th grade Catholic School in the Mid-City area of Baton Rouge. We have been providing a safe, loving and faithful environment to educate children of our parish for over 65 years. Our employees describe us as a family focused institution that provides a fulfilling and happy workplace. Interested candidates should email resume' and cover letter to

**Ms. Allyson LaBorde, M.Ed., Head Principal**  
**c/o Mr. Randy Arabie, MBA, Director of Administration**  
**randy.arabie@olomchurch.com**

### NATURE AND SCOPE OF POSITION

The School Bookkeeper (SB), a direct report to the school principal and parish finance director, is responsible for administering the school finances and works in partnership with various stakeholders and departments. The SB processes accounts receivable, accounts payable, performs bank reconciliations, generates month-end and year-end financial reports including Diocesan reporting, and works closely with human resources and payroll functions for all school employees. This role is integral in developing and monitoring the annual budget, maintaining the accounting systems and overseeing the tuition contracts for families. Additionally, the SB provides assistance in office administration and other areas as needed to further the mission of Our Lady of Mercy Catholic School.

### PRIMARY QUALIFICATIONS

Education: Bachelor's degree in accounting or related field is required.

Work Experience:

- o Minimum 5 years of experience in public accounting, non-profit or school office is required.
- o Experience using Blackbaud or similar school management and accounting systems is preferred.

Special Skills:

- o Proven knowledge of accounting principles, practices, standards, laws, and regulations.
- o Ability to identify complex problems and review related information to develop and evaluate



# OUR LADY of MERCY

options and implement solutions.

- o Capable of using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- o Must have strong attention to detail and ability to work independently, accurately, and quickly.
- o Must be computer literate with the capability of performing at an intermediate or advanced level with Microsoft Office Suite of products or similar software applications, including accounting systems.
- o Must be highly organized and capable of performing multi-tasking in a fast-paced environment.

## AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job successfully with or without reasonable accommodations. While performing the duties of this job, the employee is regularly required to talk, hear, and listen. Computers are regularly used to perform responsibilities. Specific vision abilities required by the job include close vision and the ability to focus.

Work Environment: Work environment characteristics described here are representative of those that must be met by an employee to perform the essential functions of this job successfully with or without reasonable accommodations. The work environment is that of a typical business/office operation. The noise level in the work environment is usually moderate.

## COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this job. The below competencies include but are not limited to:

- o Attention to Detail: Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organizes time and resources efficiently. Provides accurate, consistent numbers on all paperwork. Carefully monitors the details and quality of own and others' work.
- o Business Acumen: Knows how businesses work; knowledgeable in current and possible future policies, practices, trends and information affecting his/her business and organization; knows the competition; is aware of how strategies and tactics work in the marketplace.
- o Financial Management: Understands the processes by which financial resources are identified, obtained, allocated, managed and accounted for. Makes sound financial decisions after having analyzed their impact on the organization and operations within the scope of fiscal responsibilities. Monitors the use of organization financial resources and budgets by employees, suppliers, partners or others. Knows the internal and external factors that impact financial resource availability. Ensures compliance with legislation, policies and practices applicable to the appropriate and effective use of financial resources.
- o Integrity: Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for



# OUR LADY of MERCY

- o accomplishing work goals within accepted timeframes.
- o Interpersonal Skills: Treats individuals from all levels of the organization with courtesy and sensitivity. Meets with staff and listens to their perspective on organizational policies and procedures. Builds relationships and manages expectations of committee members. Cultivates strong relationships with community stakeholders.
- o Monitoring and Controlling Resources: Identify and seek internal and external resources that can be useful to the organization; anticipate future resource needs and monitor availability; and consistently seek to perform work in a cost-efficient manner.

## **Our Lady of Mercy Catholic School Bookkeeper**

**Full Time, 12-month Employee.**

**Salary and Sick Leave in accordance with the Diocese of Baton Rouge guidelines.**

**Performance to be evaluated annually by the Head Principal.**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case-by-case basis.

**Applicants are to submit their letter of interest, together with resumé and references, to:**

**Ms. Allyson LaBorde, M.Ed., Head Principal**

**Care of: Mr. Randy Arabie, MBA, Director of Administration**

**[randy.arabie@olomchurch.com](mailto:randy.arabie@olomchurch.com) (Digital Applications preferred)**

**Application materials may also be sent to Mr. Randy Arabie, Our Lady of Mercy,  
445 Marquette Avenue, Baton Rouge, LA 70806**

**Deadline for Application: June 30, 2022**

Our Lady of Mercy Catholic Church & School does not discriminate against any person in admission, employment, or otherwise because of race, color, religion, national origin, gender, or age in violation of state or federal law or regulations.