



Bookkeeper for Guardian Angels Central Catholic School



Mission:

To prepare all students to reach their fullest potential by learning and leading through Christ.

Vision:

Guardian Angels Central Catholic provides a faith-based community that fosters the acceptance and achievement of all students. In partnership with parents, parish, and community, we establish and enrich the students' faith and knowledge of Catholic tradition.

About the Role:

We seek a detail-oriented and organized individual to join our team as a Bookkeeper. In this role, you will be responsible for managing the school's financial records, ensuring accuracy and compliance with all accounting standards..

Responsibilities:

- Maintain general ledger accounts and prepare financial statements
- Process accounts payable and receivable
- Manage payroll and benefits
- Reconcile bank statements and prepare monthly reports

Qualifications:

- An Associate's degree in accounting or finance preferred
- Minimum of 2 years of experience in bookkeeping
- Proficient in accounting software (e.g., QuickBooks, Microsoft Office)
- Excellent attention to detail and accuracy

Benefits:

- Competitive salary and benefits package
- Opportunity to work in a faith-based environment
- Meaningful work that supports the education of children

To Apply:

Please submit your resume and cover letter to John.Naatz@gaccbluejays.org or drop them off at the High School office at 419 E. Decatur, West Point, NE. Please fill out the application online at: [Apply Here](#)

We are an equal opportunity employer and value diversity at our school. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.