



## **Part-time Bookkeeper Job Description**

### **Position: Part-time Bookkeeper**

Time Required: 20 - 25 hours per week

Location: Nativity Academy Advancement Office / St. Boniface Parish office / 529 East Liberty,  
Louisville KY 40202

Flexible schedule including some remote work possible

Compensation: Up to \$30 per hour based on qualifications and experience

Reporting to Executive Director of Nativity Academy

### **Primary Responsibilities:**

- Accounting - bookkeeping, check processing, maintaining vendor records
- Human Resources including management of payroll and employee benefits
- Policy and compliance
- Financial reporting
- Working with outside CPA firm who provides outsourcing accounting services for Nativity Academy

### **Preferred Qualifications:**

- BA or BS in administration / finance / accounting
- Previous experience in a bookkeeping / accounting position
- Knowledge of general accounting principles and data-based systems including Paycor, Bill.com and Intact
- Financial reporting
- Experience with Excel

**To apply, send cover letter and resume'**  
**to Stephen Corzine, Interim Executive Director,**  
**at [scorzine@nativityacademy.org](mailto:scorzine@nativityacademy.org)**