

Accountant/Attendance Coordinator

Maria High School is seeking an energetic, eager, team oriented accountant to work part-time in the Business Office and part-time as the Attendance Coordinator.

Accounting duties include:

- ◆ Accounts payable
- ◆ Journal entries
- ◆ Cash receipts
- ◆ Bank reconciliations
- ◆ Assisting with administrative duties such as filing, corresponding with vendors, etc.

As the Attendance Coordinator, works closely with the Dean of Students to monitor and remedy excessive absences and tardiness.

- ◆ Keeps attendance records
- ◆ Enters attendance information in the computer
- ◆ Verifies attendance
- ◆ Maintains the "return to school" sign-in book
- ◆ Issues tardy slips
- ◆ Handles early dismissals and maintains dismissal sign-out book
- ◆ Makes parental contact when necessary
- ◆ Reports repeated absences and tardiness to Dean of Students
- ◆ Assigns detentions for absence/tardiness
- ◆ Provides Dean of Students, teachers and staff with various reports regarding attendance

Qualifications:

- Bi-lingual, Spanish/English required
- Be well versed in Microsoft products, particularly Excel and Word. Access and Powerpoint experience a plus.
- Willing and able to learn relevant software including Administrators Plus and Quickbooks (previous experience not necessary)
- Must possess a strong customer service attitude and good communication skills
- Be organized, accurate and detail oriented

Maria High School is a Catholic, college preparatory high school for young women which offers a challenging academic program that responds to individual interests and needs. The faculty and staff, committed to the pursuit of excellence, provide a caring, respectful environment which inspires each student to live her faith, discover her gifts and cultivate life-long relationships. Maria woman make a difference in the world.