

**Accounting Clerk
Garces Memorial High School
Bakersfield, CA**

Job Title: Accounting Clerk
Reports to: Controller
Oversight: Support our daily financial operations
FLSA: Full-Time Non-Exempt
Salary: \$20 - \$25 per hour

Position Summary:

We are seeking a dependable **Accounting Clerk** to support our daily financial operations. The ideal candidate will have hands-on experience with **QuickBooks**, strong attention to detail, and a basic understanding of accounting principles. Responsibilities include data entry, invoice processing, bank reconciliations, payroll, and general clerical support for the accounting department.

Key Responsibilities:

- Enter and maintain accurate financial records in **QuickBooks**
- Processing accounts payable and accounts receivable
- Reconcile bank accounts and credit card statements
- Prepare invoices and assist with collections
- Organize and maintain digital and physical financial files
- Payroll processing in ADP
- Assist with data entry and other administrative accounting tasks
- Communicate with vendors, customers, and team members regarding financial transactions

Qualifications:

- High school diploma or equivalent (Associate's degree in Accounting or related field preferred)
- 1–2 years of experience in an accounting or bookkeeping role
- **Proficient in QuickBooks**
- Basic understanding of accounting principles
- Strong attention to detail and accuracy
- Good organizational and time management skills
- Proficient in Microsoft Excel
- Ability to work independently and as part of a team

Personal and Faith-Based Qualifications:

- Practicing Catholic preferred; must support the Catholic mission and values of the school

- Demonstrates integrity, professionalism, and a strong work ethic
- Commitment to the formation of a safe and Christ-centered educational environment.
- Willingness to collaborate with faculty, administration, and diocesan personnel.

Benefits:

- Competitive pay
- Paid time off and holidays
- Health and dental insurance
- Opportunities for growth and advancement
- Supportive team environment

How to Apply:

Please send your resume and a short cover letter highlighting your experience with QuickBooks to Laura Lee @ Llee@garces.org