



## CATHOLIC DISTANCE UNIVERSITY

300 South George Street, Charles Town, WV 25414

### **Full-time Position Available Immediately**

#### **Bookkeeper**

Catholic Distance University is looking for a self-motivated, detail-oriented individual to perform a full range of bookkeeping and general accounting tasks to include but not limited to:

- Reconciliation of all banking accounts, merchant accounts, credit card accounts, lease accounts, student accounts and donor accounts.
- Posting of depreciation, amortization, accruals and prepaid expenses monthly.
- Cash flow tracking and management.
- Management of accounts payable including entering invoices and check preparation.
- Management of accounts receivables.
- Preparation of monthly financial statements, budget reports and faculty labor reports.
- Preparation of annual 1099 and 1098 documentation.
- Tracking and processing of faculty payments for payroll.

Requirements include:

- Proficient in QuickBooks® and Excel software. Knowledge of Bill.com software a plus.
- Strong oral and written communications skills, knowledge of basic accounting practices and basic office procedures and softwares including Gsuites.
- Associate or bachelor's degree in accounting/finance preferred.
- Minimum 3 years' appropriate relevant work experience

Salary and benefits based on qualifications. Qualified candidates should send a resume, salary requirements and personal statement to Amy Shouse at [ashouse@cdu.edu](mailto:ashouse@cdu.edu) .

*Catholic Distance University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law.*