

**St. Brigid of Kildare Catholic Church**  
**Parish Staff Accountant**

St. Brigid of Kildare Church, located at 7179 Avery Rd in Dublin, is seeking a Staff Accountant with an accounting or business degree for a full-time position (35 hours/week). Health and savings benefits are included.

**Position Overview:**

The Parish Staff Accountant is primarily responsible for managing the school tuition database (FACTS), processing school financial transactions, and assisting with school budgeting and reporting. This person will report directly to the Parish Business Manager and will be an integral part of the parish and school communities.

**Specific Job Responsibilities:**

- Act as the liaison and first point of contact for tuition agreements and payments for school families, school administration and the FACTS representative.
- Manage and finalize annual tuition agreements, coordinating with the FACTS representative and assisting families as needed.
- Monitor the tuition assistance application process, helping families and coordinating with the school as needed.
- Apply all tuition credits, including scholarships, assistance, state funding and discounts, to finalize tuition agreements and then update as needed during the school year.
- Update the Ohio Department of Education portal for Ed Choice Expansion recipients when grants are awarded or modified.
- Manage FACTS tuition payments and remittance activity each month.
- Deposit monthly state funding checks for tuition or support services using a remote scanner.
- Support Latchkey Director with fee processing, prepare monthly latchkey invoices and monitor payments.
- Support Cafeteria Manager with account balance management and delinquencies.
- Monitor and communicate incidental payments made through the FACTS database.
- Using QBO Enterprise, process checks and record deposits for the school.
- Prepare monthly school tuition and credit card program entries for posting in QBO Enterprise.
- Using Paycor, assist with onboarding new school employees and processing semi-monthly payroll processing.
- Assist with school budgeting and monthly reporting.
- Additional tasks and responsibilities assigned to ensure full-time status, including modernizing processes and increased use of technology.

**Position Requirements:**

The ideal candidate has a bachelor's degree, a strong work ethic and willingness to learn, and will see tasks through to completion. This entry level position will give the right candidate a well-rounded education in accounting and business basics.

**How to Apply:**

Interested candidates should submit their resume, cover letter and salary requirements to Becky O'Connor, at [boconnor@stbrigidofkildare.org](mailto:boconnor@stbrigidofkildare.org).

