



300 S. George Street, Charles Town, WV 25414

Full-time Bookkeeper/Junior Accountant

Job Summary

We are seeking a detail-oriented and committed Bookkeeper/Junior Accountant to join our finance team. The ideal candidate will support daily accounting functions, maintain accurate financial records, and assist in preparing financial reports. This entry-level role offers an excellent opportunity to develop core accounting skills and grow within our organization.

Hours per week: Full-time position working 40hours per week.

Key Responsibilities

- Record and document daily financial transactions in the accounting system, including posting student invoices and payments and donations from Blackbaud and Authorize.net in QuickBooks daily, posting invoices in bill.com, verifying and recording credit card charges daily.
- Manage accounts payable and accounts receivable processes, including issuing checks and tracking payments via payroll and bill.com.
- Perform monthly bank, credit card, Blackbaud and general ledger account reconciliations to ensure accuracy and resolve discrepancies.
- Assist Finance Manager with month-end and year-end closing procedures.
- Back-up Student Accounts by running daily Populi reports
- Assist with annual audit and the Finance Manager and CFO with accounting related tasks as assigned

Required Qualifications & Skills:

- Proficient in QuickBooks® and Excel software
- Knowledgeable in all Microsoft Office softwares
- Knowledge of Bill.com software and familiarity with AI tools a plus
- Strong oral and written communications skills, knowledge of basic accounting practices and knowledge of basic office procedures and software
- Associate or bachelor's degree in accounting/finance (Spring 2026 accounting graduates will be considered).
- Prior experience (e.g., an internship or 1+ year in an accounting role) is preferred.

Role in Organizational Chart: The bookkeeper reports to the Chief Financial Officer

Salary based on qualifications. Qualified candidates should send a resume and cover letter including a statement of alignment with the university mission and salary requirements to Amy Shouse at ashouse@catholicu.edu .

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