



# IMMACULATE CONCEPTION CATHOLIC SCHOOL

# WE'RE HIRING Accounting Bookkeeper

## Key Job Requirements:

- Maintaining accurate financial records, including general ledgers, and accounts payable and receivable.
- Preparing financial statements, such as balance sheets, income statements, and cash flow statements
- Entering data into accounting software or databases, and filing hard copies
- Reconciling entries into the accounting system
- Processing payments and invoices, and managing accounts receivable
- Tracking and maintaining inventory records
- Handling payroll duties as necessary
- Familiar with Quick books

## Send Your CV and Cover Letter To:

The Principal  
Immaculate Conception Catholic School

**Re: Accounting Bookkeeper**

George Street  
Basseterre  
St. Kitts

**Email: [iccsstkitts@gmail.com](mailto:iccsstkitts@gmail.com)**

Application should be submitted by December 30th, 2024.