

## *2025-2026 IC Catholic Prep Accounting Clerk (Part-time)*

**Position Type:**

School Service Staff/Bookkeeper

**Location:**

IC Catholic Prep  
217 Cottage Hill Ave.  
Elmhurst, IL 60126

**Job Type:**

IC Catholic Prep: Accounting Clerk (Part-Time)

**School Description:**

IC Catholic Prep is the oldest co-educational Catholic high school in DuPage County and is the only parish high school in the Diocese of Joliet. Located in Elmhurst, Illinois, its student body comes from over 35 communities representing broad socio-economic diversity. Through our Catholic, college preparatory curriculum, we encourage students to achieve their maximum potential and exemplify the Catholic values taught at IC Catholic Prep. Faculty, staff, administration, students and parents strive to work together to form a loving, Christ-centered community of believers. Students encounter diversity of mind and culture, excel academically, and experience personal growth through their academic and extracurricular experiences.

**Job Description:**

- Process accounts payable and receivable in a timely and accurate manner
- Prepare and process payroll and retirement contributions and accounts
- Prepare and post journal entries
- Maintain accurate and organized financial records
- Assist with monthly bank reconciliations and general ledger maintenance
- Support tuition billing and payment processing
- Help prepare financial reports and assist with audits

- Communicate with vendors, families, and internal departments as needed
- Maintain confidentiality of financial and personal information
- Support year-end closing processes
- Perform other related duties as assigned by the Principal or Pastor

**Qualifications:**

- Minimum of two (2) years of bookkeeping or accounting experience
- Strong attention to detail and high level of accuracy
- Good organizational and time management skills
- Ability to work both independently and as part of a team
- Strong communication and interpersonal skills
- Experience in a school or non-profit environment
- Proficiency in Blackbaud Financial Edge and Raiser's Edge
- Knowledge of fund accounting
- Familiarity with Catholic school operations and values

**Salary:**

- Placement on the salary schedule based on experience
- Salary Range: \$40,000 – \$43,000 annual

**Benefits:**

- Not eligible for benefits
- Personal Days and Sick Days included

**Apply:**

- Letters of interest and resumes should be sent to Peg Slavik, Administrative Assistant to the Principal by email: [pslavik@iccatholicprep.org](mailto:pslavik@iccatholicprep.org)