

Position Opening: Financial Clerk

Bishop McVinney Regional School

This position involves clerical responsibilities for federal, state and local student assistance programs, including the National School Lunch Program, the Fresh Fruit and Vegetables Program, the state Child Care Assistance Program and the Diocese of Providence Cabrini Fund.

Duties include accurate record keeping, monthly reporting, verification of application and student eligibility, enrolling students, sending out monthly billings, making deposits, posting reimbursements to accounts, parent communications, and attending state program agency meetings.

Qualifications: Customer service focus, attention to detail, proficiency in Excel, Word, various website applications, math skills, and effective communication skills.

This is a part-time hourly position, 15 hours per week, 49 weeks of the year.

Hours: daily, flexible, 3 hours a day.

To apply, go to catholicschools.org and complete the staff application under the employment tab. Applications may be submitted by email to lhebertbmv@gmail.com or by postal mail, attention:

Mr. Louis Hebert

Principal

Bishop McVinney Regional School

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Providence, RI 02905