



Position Opening:

FINANCIAL CLERK, Part Time, Flexible Hours

Bishop McVinney Regional School

Join our school! This position involves helping school families access 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 (CCAP) and the Diocese of Providence Cabrini Fund.

Duties include meeting with parents to help determine eligibility to programs, 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 and a smile, attention to detail, familiarity with Excel, Word, math skills, and effective communication skills. Bi-lingual English-Spanish, preferred.

This is a part-time hourly position, 21 hours per week, 49 weeks of the year.

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

Principal Louis Hebert
Bishop McVinney Regional School
155 Gordon Avenue
Providence, RI 02905