



BISHOP DWENGER HIGH SCHOOL

Part-Time Business Office Assistant

Position Overview:

Bishop Dwenger High School is seeking a detail-oriented and organized individual to join our Business Office. The successful candidate will be responsible for processing invoices, managing vendor payments, reconciling accounts, and supporting the overall financial operations of the school. This role plays a vital part in maintaining accurate financial records and upholding strong internal controls.

Key Responsibilities:

- Process incoming invoices and ensure timely payment to vendors
- Reconcile vendor statements and resolve discrepancies
- Assist in maintaining accurate financial records, files, and documentation
- Communicate with internal departments to verify purchases and resolve any invoicing issues
- Monitor and ensure adherence to school financial policies and procedures
- Prepare and enter journal entries, as needed
- Assist with month-end and year-end closing procedures
- Support audits and assist with providing required documentation
- Provide general administrative support to the Business Office
- Process applications for state assistance programs (Free & Reduced Lunch, School Choice)

Qualifications:

- Associate's degree or higher in accounting, business administration, or related field preferred
- Prior experience in accounts payable, bookkeeping, or office administration strongly preferred
- Strong attention to detail and organizational skills to ensure accurate record-keeping
- Proficiency in Microsoft Office (especially Excel); experience with financial software a plus
- Ability to quickly adapt to new systems and tools
- Excellent communication and interpersonal skills
- Ability to multi-task
- Ability to handle confidential information with integrity

Preferred Attributes:

- Commitment to the mission and values of Bishop Dwenger High School
- Experience in a nonprofit or educational setting is a plus
- Ability to work independently and as part of a team



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Start Date: Contracted for the 2025-2026 school year, start date to be determined upon hiring

Location: Bishop Dwenger High School, Fort Wayne, IN

Contact: Susan Schenkel, Business Manager
sschenkel@bishopdwenger.com or 260-496-4752

To Apply: Go to <https://theapplicantmanager.com/careers?co=df>