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Part-Time Bookkeeper Position

Hiring organization
Gloucester Catholic High School

Employment Type
Part-time

Job Location
Gloucester City

Date posted
May 27, 2026

Description

Gloucester Catholic High School is seeking a reliable and detail-oriented part-time bookkeeper to monitor and report on all financial aspects of the school, including both accounts receivable and accounts payable. The bookkeeper reports directly to the Business Manager and plays an important role in supporting the application and management of financial aid, scholarships, and tuition accounts for our many students. We appreciate good work.

The ideal candidate will work a flexible schedule of 5 hours per day, 5 days per week, between the hours of 8:00 am and 2:30 pm. The salary range is $25,000 to $30,000 annually, based on experience. Please note that no health benefits are included with this part-time position.

Apply to Mr. Joel Gervasi, Business Manager, at business@gchsrams.org.