



St. John of God
Community Services
and
Archbishop Damiano School

1145 Delsea Drive
Westville Grove, NJ 08093

~and~

Damien O'Shea
Children's Center
351 Harding Highway
Pittsgrove, NJ 08318

856-848-4700
856-384-1512 (fax)
www.sjogcs.org

EOE M/F/D/V

**SUBSTITUTE
AND
TEMPORARY
OPPORTUNITIES**

- ◆ Special Ed Teachers
- ◆ Instructional Assts in Special Education
- ◆ Child Care Assistants
- ◆ Adult Program Assts
- ◆ Receptionist
- ◆ Food Service Tech
- ◆ Pediatric RN
- ◆ Per Diem EIP SLP
- ◆ Per Diem EIP PT
- ◆ Per Diem EIP OT

To apply forward resume to:

gjarvis@sjogcs.org

Or call

(856)848-4700 x 1606

JOB LINE



February 2012

A Heart-Felt Mission of Service

FULL CHARGE BOOKKEEPER (PART-TIME)

Our part-time full-charge bookkeeper provides professional and confidential bookkeeping and payroll support to our Financial Management Team (Supervisor and Controller) in accordance with GAAP, state and federal regulations and the policies and procedures of the agency. This position will require an understanding of overall accounting work including journal entries, quarterly and annual grant reporting, budgets, reconciliation of statements, and health insurance billing. Flexibility, an attention to detail and the ability to take on special projects and to work with minimal supervision are key to this job.

Job Requirements

Problem-Solving: Shows excellent judgment in preparing and analyzing data.

Interpersonal Skills: Focuses on understanding needs presented by individuals; Remains open and respectful to others' ideas and viewpoints.

Oral Communication: Speaks clearly and positively; Listens and gets clarification; Responds well to questions.

Written Communication: Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret information in a fully competent manner.

Mission Connection: Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive spirit; Supports everyone's efforts to succeed.

Business Acumen: Understands business of the organization; Develops knowledge various departments and enterprises of the organization; Aligns work with agency Mission and Values.

Organizational Support: Follows policies and procedures; Completes accounting tasks correctly and on time; Contributes to department's goals and objectives.

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect; Accepts responsibility.

Dependability: Follows instructions, responds to direction; Keeps commitments; Completes tasks on time; Understands level of confidentiality required by position; Shows flexibility in working schedule to meet workload.

Qualifications

- High school or business school diploma. Associate's degree preferred.
- Two (2) years or more as a full-charge bookkeeper with non-profit experience a plus.
- Highly proficient using Microsoft Office including Word, Excel and Access.
- Knowledge of Peachtree or equivalent accounting software, as well as, ADP payroll.

Apply with resume to:
jobs@sjogcs.org
Subject line: PT Bookkeeper
Fax: (856)384-1512 Attn: HRD

SCHOOL PHYSICAL THERAPIST (PART-TIME)

Archbishop Damiano School is where caring and expertise meet to discover the unexpected within each student.

Our Physical Therapists are an important part of an interdisciplinary team that supports the life goals of students with disabilities, some with complex medical needs.

This caseload works with students ages 10 to 15. Candidates for this

opening will need to bring a broad understanding of development and knowledge of the therapeutic interventions for hypotonia, delayed or absent walking ability, gait challenges, ataxia, spasticity, dystonia and other conditions.

Apply with resume to:

jobs@sjogcs.org
Subject line: PT
Fax: (856)384-1512 Attn: HRD

