



Catholic Diocese of Evansville  
Catholic Schools Office  
4200 N. Kentucky Ave • P.O. Box 4169  
Evansville, Indiana 47724-0169  
Phone: (812) 424-5536 • Fax: (812) 424-0973  
Web Address: [www.evdio.org](http://www.evdio.org)

**School Name:** [Flaget](#)

**Contact Name:** [Father Tony Ernst](#)

**Contact Phone Number:** [812-882-5638](#)

**Contact Email:** [ternst@evdio.org](mailto:ternst@evdio.org)

**Date Posted:** [2/16/2024](#)

**Date Closed:** [5/1/2024](#)

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**Job Type:** [Non Certified](#)

**Employment Type:** [Full-Time](#)

**Title/Position:** [Finance/Bookkeeper](#)

**Grade Level/Subject Area:**

**Start Date:** [7/8/2024](#)

**Job Description/Responsibilities:**

[Responsible for AP, AR, Payroll, Purchase Orders, Financials, Human Resources, management of student enrollment records and tuition accounts, management of sub-entity accounts, management of school cafeteria A/P, A/R, Payroll and Financials, support School Administrator and Principals.](#)

**Qualifications:**

[Associate degree/High School graduate, Background in accounting, finance, or business is preferred.](#)

**Additional Instructions:**

[Please send your letter of interest and resume to Father Tony Ernst. You can find a full job description here:](#)

[https://drive.google.com/file/d/1d7hPD3HYrAt1aGbNDwldfQdbmBNma7HW/view?usp=drive\\_link](https://drive.google.com/file/d/1d7hPD3HYrAt1aGbNDwldfQdbmBNma7HW/view?usp=drive_link)

**Application Instructions:**

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at [csso@evdio.org](mailto:csso@evdio.org).

**Application Packets** can be downloaded from the Diocese of Evansville website.

Certified Teacher Application <http://www.evdio.org/certified-employee-application-instructions.html>

Non Certified Application <http://www.evdio.org/non-certified-employee-application-instructions.html>

Bus Driver Application <http://www.evdio.org/bus-driver-employee-application-instructions.html>