



Position: Bookkeeper

Hours: 7:45 a.m. – 4:15 p.m.

Term: Year-round

Responsible to: Director of Business Operations

General Responsibilities:

Enters and tracks transactions for AP/AR utilizing the financial software applications of Quickbooks, RenWeb, and FACTS. Also provides support to other office staff on an as needed basis.

Specific Responsibilities:

- Writes checks from supplied invoices, PO's, or other documents.
- Creates deposits from money received at school.
- Reconciles transactions received by bank.
- Enters charges and payments into RenWeb family accounts.
- Enters charges into FACTS family accounts.
- Provide general office support for the operations of the school.
- Organize and maintain records and files.
- Other duties as assigned by Director of Business Operations.

Desired Qualifications:

This position will officially be a 12 month per-year position with reduced days in the summer.

The bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Candidates should have a working knowledge of the Quickbooks accounting software package.