



**Job Title:** Bookkeeper

**Department:** Accounting

**Reports To:** Business Operations Director

**FLSA Status:** Part-time, Non-exempt

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## Job Description

### Purpose

The Bookkeeper is responsible for accurate accounting in all areas of Southeast Christian School's operations. This includes recording financial transactions, reconciling accounts, and assisting with financial reporting. The ideal candidate will be highly detail-oriented, organized, and proficient with accounting software.

### Qualifications

Bachelor's Degree in accounting or a related field. The Bookkeeper will have 1-2 years of successful accounting experience, preferably in a school setting.

### Essential Job Functions

#### Spiritual Leadership

- Use your position to support the mission of preparing minds and hearts to know and serve God, for His glory alone.
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Ensure that the work environment is Christian-based, nurturing, wholesome, and loving.
- Biblical integration at all levels of learning, discipline and professional work.

### Job Duties

- **Accounts Payable/Receivable:**
  - Oversee the accounts payable and accounts receivable processes, ensuring that invoices are paid on time and that tuition payments are collected promptly.
  - Reconcile bank statements and accounts weekly and more formally on a monthly basis
  - Reconcile monthly credit card statement using RAMP and code expenses to correct G/L account
  - Prepare bank deposits by compiling cash, checks, or other forms of payment and deposit in person at local bank branch
  - Maintain FACTS tuition accounting database
  - Process / Finalize tuition payment plans for Preschool, K-8, and Homeschool families
  - Assist families with ACE scholarship applications and applying scholarship awards to family accounts
  - Contact families on past-due / incomplete tuition payments and provide documented / written follow-up correspondence
  - Through the FACTS tuition system, invoice family plans for incidental / ancillary charges

- **Payroll Management:**
  - Ensuring accurate Journal Entries for salaries, deductions, and benefits are reported correctly in Quickbooks bi-weekly
- **Compliance and Auditing:**
  - Ensure compliance with local, state, and federal regulations related to school finances.
  - Assist in external audits to ensure proper financial practices are being followed.
  - Collaborate with church accounting team during yearly audit with external accounting/audit firm
  - Maintain accurate financial records in accordance with accounting principles and regulations.
  - Ensure all financial data is kept confidential and secure.
  - Prepare and distribute yearly tax documents as required by law (form 1099s; DR1317 for 5C's)
  - Prepare and distribute end of year giving statements to reflect tax deductible donations
  - Perform weekly audit of FACTS tuition system to ensure timely communication on past-due amounts
- **Financial Analysis and Forecasting:**
  - Prepare monthly, quarterly, and annual financial statements such as balance sheets, profit & loss statements, and cash flow statements.
- **General Administrative Duties:**
  - Maintain up-to-date financial records and databases.
  - Handle financial inquiries from staff, vendors, and parents.
  - Assist with financial aspects of school fundraising and grant activities.
  - Collect on premises cash and provide double check counting of cash / petty cash and deposit cash as needed
  - Strong competency in utilizing accounting software: Quickbooks Online, FACTS Tuition Management
  - Strong proficiency in using Excel, Google Suite (docs, sheets & email), Windows operating system

#### **Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field (preferred).
- Proven experience in accounting or finance, preferably in a school or nonprofit setting.
- Knowledge of accounting software and financial management tools.
- Familiarity with local, state, and federal financial regulations, particularly those applicable to educational institutions.
- Strong organizational, analytical, and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

#### **Skills:**

- Strong attention to detail and accuracy.
- Proficiency in Microsoft Excel and accounting software (e.g., QuickBooks Online).
- Ability to manage multiple tasks and meet deadlines.
- Strong ethical standards and confidentiality.

#### **Working Conditions:**

- Part-time position with standard office hours, though some flexibility may be required during peak periods, such as during budgeting season or the end of the fiscal year.
- Based in the school's administrative office or finance department.

This role plays a critical part in ensuring that the school operates smoothly from a financial perspective, contributing to the overall success of the institution and its educational mission.

**Physical Demands**

Work is performed in an office environment and requires the ability to sit for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions.

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Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.

By signing below, you acknowledge receipt of your duties & responsibilities.

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Employee Name (please print)

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Employee Signature

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Date