

Smith Preparatory Academy
Bookkeeper
Job Description



Summary of Responsibilities

This position is responsible for the daily financial management and monthly reporting for the school. This would include responsibility for all general ledger accounting, accounts receivable, accounts payable and payroll, and the production of monthly financial and statistical reports. This is a year-round position reporting to the Provost, working between 25-32 hours per week on campus.

The Bookkeeper must also exercise discretion and maintain confidentiality regarding all financial matters as well as interact in a Christ-like manner at all times. Any conflicts should be addressed and resolved with humility and compassion with the goal of reconciliation.

ESSENTIAL FUNCTIONS:

- Assist the Headmaster and Administration in preparing and maintaining an annual budget.
- Ensure financial management software data is accurate and up to date to facilitate real time data relative to the school's financial condition through all accounting reporting, i.e. cash flow, balance sheet, profit and loss, etc.
- Monitor and analyze monthly operating expenses and forecasts against budget. Provide detailed and summary level data that facilitates understanding current financial position to aid with prompt and accurate decision making.
- Oversee daily operations related to financial and money management.
- Be the primary interface to the independent accounting firm for information and coordination of audits, public record filings, and tax returns.
- Oversee cash and expenditures with appropriate record keeping processes and procedures to prevent misappropriation of funds. Provide recommendations and implement procedural improvements where necessary.
- Make recommendations on ways to reduce expenses and find more efficient ways to operate the school.
- Process payroll semi-monthly via online Intuit system (tax filing set up automatically). Provide payroll data – salaries, benefits, and deductions.
- Manage Accounts Receivable, including state scholarship payments and payments made directly by families.
- Manage student/family accounts in FACTS financial site.
- Manage Accounts Payable, tracking vendor invoices and writing checks (to be signed by Headmaster or Provost).
- Punctually attend all Finance-related Administration meetings as directed.
- Other duties as assigned by Headmaster or Provost.

OTHER POSSIBLE FUNCTIONS:

- Coordinate annual review and quote solicitation for employee benefits with insurance brokerage firm, eventually manage benefit enrollment and maintenance.

REQUIREMENTS

- Experience with QuickBooks (online version preferred)
- Ease with learning new software, or experience with Renweb and/or FACTS

- Experience in or a general knowledge of accounting, finance, and business operations
- Understand, appreciate, and support the vision and mission of Smith Preparatory Academy
- Bachelor's degree in business, finance or a related degree OR at least three years related experience
- Solid working knowledge of Microsoft Office
- Excellent organizational skills
- Good communication skills (written/verbal)

WORKING CONDITIONS

Duties are normally performed in an office environment, which may be busy and noisy at times, posing frequent interruptions. The noise level in the work environment is usually moderate.