



Job Title: Bookkeeper
Exemption Status: Nonexempt
Reports to: Finance Director
Date Revised: **October 2024**
Dept./School: Alpha Omega Academy

Primary Purpose:

Bookkeeping and Accounts Payable.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

A personal faith in Jesus Christ.

Exhibits Christian character and a commitment to excellence.

Intentional about protecting the confidentiality of the school's students, families, faculty and staff.

Understands and supports the mission of the school.

Personal and professional flexibility, teachability and loyalty to our school.

Ability to establish and maintain effective working relationships with individuals at all levels of the organization.

Customer service mentality, creating a welcoming environment for our employees, students and guests.

Peacemaker of complaints or issues and passes them on to the appropriate administrator.

Time management skills to be able to prioritize activities, especially when there is a high volume of tasks.

Strong communication and interpersonal skills with the ability to follow verbal and written instructions

Seeks to understand in lieu of seeking to be understood.

Highly organized with the ability to maintain accurate and auditable records.

Ability to use software to develop and maintain spreadsheets and databases and do word processing.

QuickBooks and Accounts Payable experience.

Familiarity with FACTS SIS and/or FACTS Tuition Management recommended.

Computer software (Google, Excel, Word) aptitude and proficiency.

Knowledge of general office procedures

Proficient keyboarding, 10-key numerical data entry and file maintenance



Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Hours: Part-Time TBD; Summer Hours: TBD
2. Compile, maintain, and file all reports, records, and other documents as required. Maintain records according to established procedures.

Reception and Phones

3. Assist administrators, teachers, and parents as needed.

Accounting and Inventory/Other

4. Maintain inventory of equipment, supplies and passwords for access to financial records.
5. Prepare and enter/match deposits in QuickBooks from mail, walk-ins, vending, gate, concessions
6. Payment and filing of utilities and invoices.
7. Assist the Finance Director with payroll when needed.
8. Assist with FACTS account issues.
9. Assist Finance Director with reports from QuickBooks
10. Counting vending machine cash, gate bag concession boxes - prepare deposit
11. Order checks and deposit slips for bank accounts
12. Make bank runs for deposits
13. Assist auditors with accounting questions, reports, and any other need
14. Assist teachers and staff with reimbursements and field trip payments
15. Assist with W-2's and 1099's
16. Make bank account transfers when necessary
17. Assist with billing and collections and stipend payment for summer school
18. Respond to emails and phone calls in a timely manner
19. Rotating yearly accumulation of paid invoices to storage area
20. Assist with the financial part of book fair, fundraisers, clubs, yearbook etc.
21. Human resources onboarding to include entering contract employees into QuickBooks and maintaining employee files
22. Receives and maintains vendor invoices, statements, W-9's etc.

Supervisory Responsibilities:

None.



Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____