

Columbia Christian School

Bookkeeper

Department: Finance

Reports To: President

Schedule: 12 month, 40 hours a week with agreed office hours

Status: Non-Exempt

Position Summary

The Bookkeeper will administer all facets of payroll, accounts payable and receivable, and maintain accurate records of all financial transactions for the school. The Bookkeeper will assist with budget preparation and generate financial statements as directed by the President and the Board.

Duties & Responsibilities

General Accounting

- Maintains the financial records for the organization
- Generates financial statements as needed by the Board and Administration
- Reconciles all asset and liability accounts to statements
- Reconciles subsidiary ledgers to general ledger
- Prepares records for annual audit and provides requested schedules to auditors
- Assists the accountants with the completion of the 990 tax returns
- Prepares reports as requested by the administration by collecting requested information, analyzing and summarizing account information and trends
- Maintains fixed asset schedules with depreciation ensuring the accounting system is accurate (as prepared by the auditors)

Accounts Payable

- Reviews invoices received and codes for payment in the general ledger
- Prepares checks for signature weekly
- Mails checks
- Reconciles accounts payable statements for accuracy

Accounts Receivable

- Manages tuition payment processing system
- Reconciles payments reported as received to cash deposited
- Posts summary information from tuition payment processing system to general ledger
- Prepares F/A statements and reviews F/A with committee

Cash Management

- Prepares deposits for cash received via donations or activities on campus
- Reconciles bank statements and submits to the President for review
- Reconciles credit card statement
- Maintains invested funds at direction of the Board

Payroll

- Maintains payroll files to ensure accurate processing of payroll
- Reviews and submits payroll to President for approval
- Processes approved payroll through ADP (payroll processor)
- Ensures compliance with federal, state, and local entities and advises the administration on needed actions

Other

- Manages insurance policies and programs
- Maintains historical records adhering to the Record Retention and Document Destruction Policy established by the Board
- Maintains employee files
- Communicates with various audiences, including students, parents, vendors, and employees
- Other duties as assigned

Qualifications**Skills**

- Bachelor's degree in Business, Finance, or Accounting
- 3-5 years of related experience in full charge bookkeeping
- Knowledge of computer skills and financial software sufficient to complete all tasks
- Knowledge of GAAP and FASB standards

Competencies

- Willingness to comply with all aspects of the employee handbook
- Detail-oriented and organized
- Ability to prioritize tasks to effectively manage time
- Communicate clearly and concisely, verbally and in writing
- Remain optimistic even under stress
- Understand the need for integrity and discretion to maintain confidentiality at all times
- Ability to work with others and take direction

Working conditions

- Private office
- Must be able to sit for long periods of time with repetitive hand motion
- Able to lift up to 25 lbs.