

BOOKKEEPER JOB DESCRIPTION

The school bookkeeper is responsible to the principal for accurate operation of the main bookkeeping duties for the school including related reports and responsibilities as required by the school, diocese, and government agencies.

Accounting Responsibilities

- Prepare accounts payable and accounts receivable accrual (year end only)
- Reconciliation of school general ledger (monthly)
- Assist in preparation of the school budget as needed (yearly)
- Work with outside accountant to ensure financial statements are accurate (monthly)
- Code and key accounts payable invoices into bill.com on a weekly basis
- Process invoices for payment once they have been approved by principal
- Prepare deposits for any monies received in school office
- Keep accurate accounting records for restricted donor funds such as tuition assistance
- Assist families with applying for financial aid (yearly)
- Work with outside financial aid company to ensure timely funding of financial aid
- Work with principal to determine eligibility for families applying for school funded tuition assistance

Tuition Responsibilities

- Prepare tuition contracts each year through our Tuition Management system
- Work with families who may be experiencing financial difficulties
- Issue delinquent notices
- Monthly report to principal regarding delinquent tuition

Payroll Responsibilities

- Prepare and submit payroll through ADP Payforce
- Prepare and monitor time sheets
- Monitor the preparation of the following forms by the payroll service:
 - DE88 2x Monthly State Employee Withholding
 - Form 1089 2x Monthly Federal Deposit of Employee Withholding
 - 941 Quarterly Federal Report of Wages
 - DE7 Yearly State Reconciliation of Wages
 - W-2 Yearly Federal Reconciliation of Wages
 - W-3 Yearly Transmittal for W-2s
 - DE6 Quarterly State Report of Wages
- Maintain comprehensive and accurate record keeping (permanent files) of wages paid, employee withholding and employer contributions
- Prepare and maintain ACA compliance report
- Maintain and distribute sick leave accrual report

Human Resources

- Distribution of health plan information during open enrollment
- Preparation of benefit forms
- Prepare contracts for new and returning faculty and staff each year
- Enrollment/Change for Qualifying event

- Termination of benefits
- Retirement Forms
- Unemployment reports and forms
- WorkersqCompensation report
- Flex Benefit reports
- Long and Short Term Disability Forms
- Retirement Contributions
- Unemployment contributions
- Tax Shelter/Deferred Annuities
- Maintain orderly permanent files

Qualifications

- Minimum of 5 years finance/accounting experience and experience with non-profit financial accounting preferred but not required
- Experience forecasting, creating, and working within budgets
- Ability to collaborate and communicate transparently with colleagues, principal, pastor and school community parents
- Excellent written and oral communication skills
- High level of personal and professional integrity and trustworthiness with a strong work ethic and the ability to work independently with minimal direction
- Advanced computer skills with particular knowledge in advanced applications, e.g. Micorsoft Word, Excel, Quickbooks Online and knowledge of Google applications
- 24 hours per week for 11 months
- The school will pay competitive hourly salary

In the absence of the secretary the bookkeeper will answer the phone, give information appropriate, and administer first aid when necessary. The bookkeeper is a support to the secretary and admissions director in areas that are needed with the approval of the principal. The bookkeeper's job is essential to running the school in fiduciary areas. The responsibility is both long range planning and day-to-day operations. The bookkeeper is a consultant to the principal in any of these areas.