

BUSINESS OFFICE / BOOKKEEPER

The primary responsibilities of this individual will be to execute all aspects of day-to-day bookkeeping including Accounts Receivable, Accounts Payable, Payroll, General Journal entries, Bank Reconciliation, taxes and Financial Report Preparation, as well as, participate in the efficient operating of the school through assistance in Purchasing, Database Management, and Compliance Reporting.

Duties and Accountabilities

- General Ledger
- Bank reconciliations
- Process month/year end closing
- Printing of weekly and monthly reports
- Furnish financial reports or statements
- Document, update as needed and practice proper accounting methods, policies and procedures based on industry best practices
- Create, process and maintain A/R billing and statements
- Deposit and record-keep incoming payments
- Participate in the collections process
- Process and post A/P
- Prepare payments, payroll, benefits and tax reports and related tasks
- Keep accurate accounting ledgers by verifying and posting account transactions
- Retain historical records by scanning and filing documents
- Complete new hire onboarding, maintain personnel files, and administer employee benefits
- Assist with audits and various site visits
- Aid with annual compliance reporting
- Work with various departments to ensure smooth flow of student information and transactions
- Provide student database support
- Participate in the refinement of and creation of processes and procedures
- Small office environment requires multi-tasking efficiently and effectively
- Additional duties as required

Knowledge and Skills

- Proficient in QuickBooks Online version, Adobe and the Microsoft suite (Specifically Word and Excel)
- 4-year degree in bookkeeping or accounting or related field is preferred.
- 3+ years of Accounting and administrative experience in a small business environment
- Ability to analyze information and generate solutions
- Self-starting, flexible and team-oriented
- Excel in a fast paced work environment
- Detail oriented, rigorous and positive
- Excellent written and verbal communication skills