



CAPSTONE

Classical Academy

Job Description – Bookkeeper

Job Title: Bookkeeper

Location: Capstone Classical Academy

Position Type: Part-Time (up to 20 hours per week)

Reports To: Director of Finance

Summary:

Capstone Classical Academy is a small private Christian school dedicated to providing quality education in a faith-based environment. We are seeking a diligent and experienced Bookkeeper to join our team. The Bookkeeper will be responsible for maintaining accurate financial records, managing accounts, and producing timely financial reports. This role is part-time, with flexible hours, and offers the opportunity to contribute to the success of our educational institution.

Key Responsibilities:

1. Financial Record Keeping:
 - Maintain and update financial records, including accounts payable and accounts receivable.
 - Record all financial transactions accurately and in a timely manner.
 - Keep financial databases and software up to date.
2. Accounts Payable and Receivable:
 - Process invoices and ensure timely payments to vendors and suppliers.
 - Follow up on outstanding payments and coordinate with parents or guardians when necessary.
3. Bank Reconciliation:
 - Reconcile bank statements monthly to ensure accuracy and identify any discrepancies.
 - Manage cash deposits and withdrawals for school activities.
4. Financial Reporting:
 - Generate financial reports, including balance sheets and income statements, for the Director of Finance and Headmaster.
5. Documentation:
 - Maintain organized and accessible financial documentation.
6. Collaborative Support:
 - Collaborate with other staff members to provide financial information and support as needed.
 - Assist in annual audits and provide necessary documentation to auditors.

Qualifications:

- High school diploma or equivalent (Associate's or Bachelor's degree in accounting or related field preferred).
- Proven experience as a bookkeeper or in a similar role.
- Proficiency in accounting software (e.g., QuickBooks) and Microsoft Office Suite.
- Strong attention to detail and accuracy in financial record-keeping.
- Excellent communication and interpersonal skills.
- Understanding of and alignment with the school's Christian mission and values is essential.