

## **Bookkeeper Job Description**

### **Job Summary**

The Sycamore School is seeking a part-time Bookkeeper for the 2022-2023 school year. The Bookkeeper is responsible for overseeing the school's financial data and benefits. Tasks include collecting, documenting, and tracking school expenses and revenue, as well as collecting tuition. Additional tasks include setting the budget with board members, reconciling accounts, and ensuring adherence to the budget. They would also be the point person onboarding new staff, overseeing benefits, and confirming payroll. They would need to be knowledgeable in Quickbooks and Google Suite. The position could grow and evolve into a full-time position as the school expands.

### **We are looking for applicants who enjoy and are comfortable with:**

- Bookkeeping
- Budgeting
- Managing benefits
- Verbal and written communication
- Speaking with staff, parents, and community partners
- Listening and responding to feedback

### **Qualifications and Skills**

#### **Skills Needed:**

- Excellent interpersonal skills
- Strong written and verbal communication skills
- Proficiency in using Quickbooks
- Ability to manage time effectively
- Strong problem solver and critical thinker
- Ability to work with a team
- Reliable, ethical, and honest
- Respects confidentiality

#### **Education and other qualifications:**

- A Bachelor's Degree from an accredited educational institution
- Prefer three years prior experience in bookkeeping, accounting and/or finance
- Experience managing employee benefits

Job Type: Part-time

Required language:

- English

Interested applicants contact Karyn Ewart at [Karyn.ewart@thesycamoreschoolva.org](mailto:Karyn.ewart@thesycamoreschoolva.org)