

Bookkeeper / Administrative Assistant

The Bookkeeper / Administrative Assistant serves as a primary support person for the Business Officer and provides support for the Administration Team. Position requires attention to detail with a high degree of accuracy and strong organizational skills; strong verbal and written communication skills; the ability to exercise discretion, maintain confidentiality, and provide exceptional service to all staff, families and the public.

Qualifications and Requirements:

- Associate's Degree in Accounting/Business plus 2 years' experience
- Proficient in use of QuickBooks, Microsoft Excel, Microsoft Office, Google Docs, Gmail
- Ability to handle multiple assignments and meet deadlines
- Ability to work collaboratively and independently
- Must possess strong writing, speaking and interpersonal skills
- Attentive to detail with a high degree of accuracy and strong organizational skills

Primary duties are as follows; (additional duties may be assigned)

Accounting/Bookkeeping Responsibilities: *(approximately 60% of time)*

- Credit Card Activity Reconciliation - Match transactions to online account activity summary, Cross Reference with Amazon Business Analytics, Request any missing or incomplete purchase orders from staff
- Account Payables – Match checks to invoices, present to Head of School for Signature, obtain 2nd Signature if needed, File Payables after check run is complete
- Before & After Care – Add drop-ins from weekly sign in sheet to billing summary spreadsheet
- Scan QuickBooks Deposits into appropriate network folder on network drive
- Deposit monies for UMS and middle school accounts using remote corporate capture provided by bank
- Reconcile substitute pay & employee PTO forms to substitute log. Cross reference with staff calendar and request from staff any missing PTO forms.
- Scan journal entries, upon approval, and save to appropriate network drive
- Download online TCF full statement and save to appropriate drive. Print hard copy of 1st page only for Business Officer
- Scan bank statements after business officer has reconciled and Head of School has approved into appropriate network drive
- Prepare Before & After Care sign in Sheets. Print on Card Stock and distribute to binders. Email excel version to Enrollment Coordinator upon completion for monthly Board report
- Submit background checks for volunteers and prospective employees

Administrative Responsibilities: *(approximately 40% of time)*

- Assist making attendance entries for student late arrivals and early dismissals
- Assist ensuring reception lobby, workroom, atrium, conference room and front office are well organized and neat
- Receive, sort and distribute all incoming mail; process outgoing mail and generate hold mail request during school breaks
- Share responsibility for answering phones and greeting visitors
- Hold UMS credit cards in secure location at desk; distribute to staff as needed
- Assist in receiving after care assignments, and carpool changes as appropriate from parents, staff and others. Send out carpool changes to all staff via email daily.
- Provide administrative support to the Head of School and Admissions Coordinator and Development Director for special projects as required.
- Process requests for copies of student records
- Print and stock numerically sequenced Purchase Order Forms