

Job Title: Assistant Bookkeeper
Group I: 12-Month Contract
FLSA: Exempt (not eligible for overtime pay)

Our Mission:

To partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.

Position Overview:

We are seeking a highly organized and motivated individual to join our team as an Assistant Bookkeeper/Office Manager. This role requires a detail-oriented individual with experience in accounting, payroll, human resources (HR), and insurance management. The Assistant Bookkeeper will support the daily operations of the school's financial and administrative processes, ensuring efficiency, accuracy, and compliance with all regulations. This is an exciting opportunity to work in a faith-based educational environment where you can have a meaningful impact.

Key Responsibilities:

1. Bookkeeping & Accounting:

- Maintain accurate and up-to-date financial records, including general ledger entries, accounts payable/receivable, and bank reconciliations.
- Assist with monthly, quarterly, and annual financial reporting.
- Manage the school's budget, ensuring all expenditures are appropriately recorded and tracked.
- Support annual audit preparation and provide necessary documentation.

2. Payroll Management:

- Process payroll for all staff, ensuring timely and accurate payment.
- Maintain payroll records, including deductions, tax withholdings, and benefits.
- Manage employee benefit plans and ensure compliance with applicable laws and regulations.

3. Human Resources (HR):

- Assist with HR-related tasks, including recruitment, onboarding, and training of new employees.
- Maintain employee records and ensure compliance with labor laws and school policies.
- Handle employee inquiries regarding benefits, payroll, and other HR-related concerns.

4. Insurance Administration:

- Manage the school's insurance policies (health, liability, property, etc.), ensuring that coverage remains adequate and up-to-date.

- Coordinate with insurance providers to resolve claims or inquiries as needed.
5. **Office Management:**
- Oversee daily office operations and ensure a smooth workflow.
 - Maintain filing systems and ensure all administrative records are properly organized and accessible.
 - Manage supplies, equipment, and inventory for the office.
6. **Communication & Collaboration:**
- Serve as a point of contact for staff and families regarding financial, payroll, and administrative matters.
 - Collaborate with school leadership, board members, and outside vendors as needed.

Qualifications:

- **Education:**
 - Associate's degree in accounting, business administration, or a related field (Bachelor's degree preferred).
- **Experience:**
 - Proven experience in accounting, bookkeeping, payroll, HR, and insurance management.
 - Previous experience in a school or nonprofit setting preferred.
- **Skills:**
 - Proficiency in accounting software (QuickBooks, etc.) and Microsoft Office Suite (Excel, Word, etc.).
 - Strong understanding of payroll and HR systems, tax regulations, and insurance policies.
 - Excellent organizational skills and attention to detail.
 - Strong written and verbal communication skills.
 - Ability to maintain confidentiality and manage sensitive information.
- **Personal Attributes:**
 - Strong work ethic and a positive attitude.
 - Ability to multitask and prioritize tasks effectively.
 - Commitment to the values and mission of the school, including a personal Christian faith alignment with the school's values.

Working Conditions:

- Full-time, on-site position
- Occasional extended hours may be required, particularly around financial reporting periods

Compensation:

- Competitive salary based on experience
- Benefits package (health insurance, retirement plan, etc.)
- Paid time off
- Dependent tuition benefits

If you have a passion for supporting educational environments and have the necessary experience in bookkeeping, HR, payroll, and insurance, we invite you to apply and become a part of our dedicated school community.

How to Apply:

Please send your resume and a cover letter detailing your qualifications and experience to Lisa Lancaster (llancaster@cacmustangs.org).