



Business Office Coordinator/Bookkeeper

Department: Administration

Reports to: Director of Finance and Administration

Hours/Type of Role: .75 FTE, non-exempt

Date Posted: October 23, 2018

Business Office Coordinator/Bookkeeper duties include but are not limited to: executing tuition billing, accounts receivable, and accounts payable functions of the business office; interfacing with Giddens families around account balances and providing positive customer service; executing monthly payroll; supporting the Director of Finance in the development of financial statements, budget and conducting financial analysis; tracking executed admissions contracts and financial aid awards; and supporting business operations of Two Schools LLC.

Responsibilities

Accounts Receivable: Collect, calculate, and post billing charges. Issue monthly invoices, track receivables, and communicate with families about delinquent balances. Facilitate financial aspects of enrollment process.

Accounts Payable: Issue payments and communicate with vendors. Initiate ACH reimbursements to staff.

Customer Service: Provide friendly and responsive communication with Giddens families, generate reports and documentation as requested, answer questions about billing charges, and provide support as needed for billing system and program registration. Provide friendly and responsive communication with Giddens staff about pay, benefits, and PTO.

Payroll and Human Resources: Coordinate with managers and staff to ensure all aspects of payroll are complete and accurate. Track and report employee paid time off. Manage benefits enrollments and terminations. Support annual benefits renewal.

Budget & Financial Analysis: Support Director of Finance in tracking expenses and report budgets quarterly to department managers. Support annual budget development and tuition determination. Assist with cost analysis for auxiliary programs. Reconcile bank statements.

Business Office Coordinator/Bookkeeper, continued

Financial Statement Preparation: Support Director of Finance and Accountant in preparation of periodic financial statements in accordance with internal processes and for the annual financial audit, in accordance with GAAP.

Two Schools LLC joint venture: Support accounts payable and financial report preparation for major capital project.

Admissions & Financial Aid Support: Update, assign, and track enrollment contracts in SIS online system. Assist in tracking financial aid awards in relation to overall FA budget and individual tuition contracts.

Working Relationships:

- Advancement Office
- Faculty, Staff, and Administrators
- Current and alumni families

Qualifications and Skills:

- All candidates must demonstrate a commitment to the school's mission, values, and philosophy, especially related to diversity, equity, and inclusion.
- AA or BA in accounting or related field; or equivalent work experience in accounting function (at least three years).
- Previous experience with accounts receivable and accounts payable.

- Previous experience with payroll and employee benefits.
- Database or SIS experience (preferred).
- Comfort working in QuickBooks and Microsoft Excel
- Strong written and oral communication skills.
- Strong critical thinking, problem solving, and attention to detail.
- Ability to work independently and with a high level of accuracy.
- Ability to maintain confidentiality.

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Compensation:

An hourly wage of \$24 - \$28/hr, plus a generous employee benefit program. A mission-focused school culture, generous time off, commitment to professional development, and diverse school community are also benefits of working at the Giddens School.

Application Process:

Please submit a cover letter, resume to employment@giddensschool.org

Equal Opportunity Statement:

Giddens School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, gender identity, national origin, age, disability, genetic information, veteran status, marital status, sexual orientation, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, or honorably discharged veteran or military status or any other characteristic protected under federal, state, or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.