

Bookkeeper Tasks

- Record revenue including state school fund, preschool and aftercare payments, miscellaneous income, and contributions/donations.
- Process accounts payable and write checks
- Record payroll including deductions for PERS, health contributions, school payment fees, etc.
- Reconcile all bank accounts monthly
- Recommend write offs for old checks that haven't cleared
- Review reports for accuracy
- Review quarterly payroll reports for accuracy
- Record all other income and expense transactions
- Work with accountant for reviews and audit prep

Accounts Receivable

- Work with aftercare and preschool programs to accurately bill and record payments for services
- Provide invoices and account statements to programs in a timely manner
- Make adjustments to invoices to correct errors

Accountant

- Review books at least quarterly, for accuracy
- Make all necessary adjustments
- Report to Director and Board in writing any concerns, issues, or significant corrections
- Provide statements quarterly to Board and Directors

Please send a résumé and cover letter to the Hiring Committee via email to [hiring@trilliumcharterschool.org](mailto: hiring@trilliumcharterschool.org).

Bookkeeper job description:

Trillium Charter School's bookkeeper position is a part time job for 20-40 hours per month. The bookkeeper keeps records of financial transactions for Trillium Charter School, using calculator and computer (Quickbooks): Verifies, allocates, and posts details of transactions to subsidiary accounts in journals or computer files from documents, such as invoices, receipts (separate A/R bookkeeper), and check stubs. Summarizes details in separate ledgers or computer files and transfers data to general ledger, using calculator or computer. Reconciles and balances accounts monthly. Processes Accounts Payable and writes checks. Recommends write offs as needed. Compiles financial statement reports and reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business. Reviews reports and quarterly payroll reports for accuracy. Records payroll information including tax, health plan, pension and miscellaneous deductions. Works with an outside accountant on general reviews and annual audit preparation.

Knowledge and Skills needed: General ledger accounting knowledge. Knowledge of non-profit accounting is a plus. Experience with Quickbooks. Pay range \$20-\$35/hour.