



ROCKSOLID

CHRISTIAN ACADEMY

Bookkeeper Job Description

Rock Solid Christian Academy is seeking a part-time bookkeeper. The part-time bookkeeper will be the sole accounting person for this organization and will report to the Principal. This role includes responsibility for producing monthly financial and statistical reports and ensuring appropriate processes are in place for cash handling and financial record keeping. This role will also work closely with the administrative staff, teachers, families, and Board Treasurer.

Part-time Bookkeeper Responsibilities:

- accounts payable and accounts receivable in Quickbooks Online
- bank and general ledger account reconciliations in Quickbooks
- manage FACTS Management account for school
- assist families in setting up FACTS Management accounts
- issue invoices to families as needed
- payroll for 15-25 employees
- month-end close duties
- work with both Excel and Google Sheets
- other accounting duties as needed

Part-time Bookkeeper Skills/Experience:

- solid working knowledge of Quickbooks Online
- 3-5 years of accounting/bookkeeping experience
- proficient with MS Excel
- exposure to Google Sheets
- ability to work as part of a team
- excellent organizational, written/verbal communication, and interpersonal skills

Required Personal Qualities:

- evidence of a mature Christian faith consistent with Rock Solid Christian Academy's Statement of Faith
- Ability to exercise discretion and maintain confidentiality
- Understanding of and appreciation for Christian education and working in a Christian environment.

This is a 12-month part-time position at 6-8 hours per week at the school. Salary: \$16 per hour. Candidates must be able to pass a background check.

Rock Solid Christian Academy is a University-Model K-12 school in Denver, CO. Our mission is to partner with parents to equip students for a lifetime of learning and glorifying God through community, discipleship, and a Christ-centered, University-Model of education.