



# BISHOP SEABURY ACADEMY

4120 Clinton Parkway • Lawrence, Kansas 66047 • Ph: (785) 832-1717 • Fax: (785) 832-1919

**Position Title:** Bookkeeper

**Report to:** Head of School

This individual implements financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting; keeps an accurate and continuous record of cash and the financial position of the school and assists the Head of School in managing the financial operations so that the institution remains financially stable; manages all activities related to finances including but not limited to accounts payable, accounts receivable, general ledger, payroll, investments, insurance, retirement plan, taxes, and government-required reports; remains current with business management trends and cultivate professional standards.

Salary in the \$45,000-55,000 range. Applicants should email a resume & cover letter to [employment@seaburyacademy.org](mailto:employment@seaburyacademy.org). Applications will be reviewed as they are received. No phone inquiries, please.

## **Qualifications:**

- Bachelor's degree in accounting or related field plus 3 years minimum of experience in bookkeeping and accounting
- Strong understanding and proficiency in bookkeeping and accounting principles, preferably in the non-profit sector
- Data entry skills, aptitude with numbers, high degree of accuracy and attention to detail
- 2 years of experience using accounting software and online bill payment systems
- Proficiency in Excel, Word, and Outlook
- Outstanding analytic, written, and verbal communication skills
- Ability to be self-directed, highly organized, and capable of attending to several projects at one time and meeting deadlines

## **Specific activities include:**

### Accounts Payable

- Maintain vendor files and ensure 1099 compliance
- Monitor invoices for tax exemption and provide exemption certificates when necessary
- Enter vendor invoices, employee reimbursements, recurring transactions and other accounts payable related information. Pay all invoices by due dates while being mindful of cash flow
- Manage check request process to ensure proper documentation and appropriate posting

### Accounts Receivable

- Maintain and update family information with revised billing codes and payment credits
- Create payment worksheets and respond to families regarding account questions
- Discuss overdue accounts with the Head of School, contact families regarding payment plans, and manage the collections process
- Post invoices, payment credits, and late fees monthly, and send statements

- Post payments to the accounts and make bank deposits
- Work with the Facilities Director and the Athletic Director to invoice for facility usage and gym banners

#### General Ledger

- Initiate and post deposits, transfers, wires, credit card settlements, and journal entries
- Reconcile all bank statements
- Manage start-up cash and manage funds for various school programs

#### Reporting and Budgeting

- Provide financial reports (including profit and loss statements, actual vs. budget, and statement of financial position) monthly to relevant administrators
- Provide historical cash flow information to the Head of School for budget preparation
- Prepare cash flow data for income accounts and monitor monthly the income and expense statements
- Provide for the securing of an annual audit and assist in the preparation of the annual 990 report
- Ensure compliance and all tax and report filing at the state and federal level

#### Payroll

- Complete the annual Workers' Comp audit and ensure compliance with tax regulations regarding I-9, W-4, K-4, and 1099 information
- Maintain all employment files
- Facilitate payroll preparation with external accounting firm
- Prepare information on our 1099 contractors and coordinate annual reporting with external accountant
- Monitor the annual experience rating notice from the Department of Labor
- Work with the Head of School to resolve unemployment claims and employment classification
- Supervise the administration of overtime policies and timesheets for non-exempt employees

#### Investments

- Monitor stock gifts, post income, and reconcile monthly investments statements