



NARBERTH PRESBYTERIAN CHURCH
CHRISTIAN PRESCHOOL



Job Description, Bookkeeper, Part-Time

Position Summary: Responsible for tracking and managing financial data for the school, in collaboration with the Director. This person may also assist the Director with other administrative tasks.

Accountability: Reports to the Director.

Bookkeeping Responsibilities:

- Work in collaboration with the Director on management of the school's financial data.
- Deposit and record check payments.
- Maintain General Ledger using online software staying in sync with checking and savings accounts.
- Process Accounts Payable, obtaining approvals in accordance with policy.
- Prepare checks and obtain signatures (two if over \$500).
- Manage tuition invoicing and Accounts Receivable using online software.
- Communicate with families in about verifications for tax purposes and returned checks
- Manage bi-weekly payroll using online software.
- Prepare monthly/year-end financial statements reflecting account history from past year and current budget variances including explanations of all exceptional variances
- Provide monthly bank statements and reports to the Board for reconciliation.
- File quarterly Occupational Privilege Tax/Montgomery County and annual federal form 5578
- Prepare Workers Compensation Insurance data annually, forward to NPC bookkeeper
- Communicate regularly with Director regarding day-to-day activities and any issues or problems relating to finance and additional administrative duties
- Assist the Director with other administrative tasks as requested.
- **Qualifications:** Experience in finances, bookkeeping, QuickBooks Online, Microsoft Excel. Experience with Brightwheel preferred. Successful candidates will be detail oriented, able to multi-task, prioritize, work under pressure, meet deadlines and have the ability to communicate complex data clearly. The person must have a strong faith in Jesus Christ, a love for children, and a warm and friendly personality. The person should be sensitive to the feelings and needs of others, be able to relate well to both children and adults.
- **Hours:** Flexible, part-time, 15 hours/week, most work can be done virtually but some on-site hours are preferred weekdays between 8:30am – 2:30pm for overlap with school hours.

Interested candidates should send cover letter and resume to: apply@narberthpres.org