



Job Title: Bookkeeper/Controller

Wage/Hour Status: Full Time – 12-month Exempt

Reports to: Head of School

Qualifications:

1. Bachelor's degree in Accounting preferred.
2. Five years related work experience; experience in an independent school or nonprofit preferred.
3. Software proficiencies: QuickBooks, Microsoft Office Suite, Google Docs Suite, FACTS.
4. CPR & First Aid Certification preferred.

Responsibilities and Duties:

1. Maintain open lines of communication with students, parents, alumni, and TA community members.
2. Maintain a professional relationship with colleagues, students, parents, and the TA community.
3. Participate in professional development as desired or as requested.
4. Demonstrate behavior that is professional, ethical, and responsible, including professional dress.
5. Demonstrate awareness of school-community needs and meet those needs when possible.
6. Follow the policies established by all relevant school, local, and state agencies.
7. Present a positive role model for students that support the mission of the school.
8. Perform other duties as assigned.

Bookkeeper:

The Bookkeeper/Controller is charged with providing support to administration, teachers, parents, and more. General responsibilities will include recording and maintaining financial records and general office administration duties. Primary responsibilities will consist of accounts payable and receivable, reconciliations, and other required reporting, as well as performing a variety of clerical duties under the direction of the Head of School and her designees.

The Bookkeeper/Controller must be able to work effectively within a small, mission-driven, community-oriented team. The ideal candidate will demonstrate sound judgment in a variety of situations, with strong analytical, mathematical, administrative, and organizational skills. The Bookkeeper/Controller will have the opportunity to work independently on projects from conception to completion and must be able to work under pressure at times to handle multiple, diverse activities and confidential matters with discretion.

Duties and Responsibilities:

1. Accounting & Financial Operations
 - Maintain accurate and complete financial records in accordance with generally accepted accounting principles and school policies.
 - Utilize QuickBooks for daily accounting operations, including transaction entry, reporting, and reconciliations.
 - Perform monthly bank and credit card reconciliations and investigate discrepancies as needed.
 - Prepare routine financial reports and schedules for review by the Chief Financial Officer and Head of School.

- Assist with budget tracking by monitoring expenditures and flagging variances or concerns.
- Support annual audits, financial reviews, and compliance reporting by preparing documentation and responding to requests.
- Ensure appropriate internal controls are followed for cash handling, deposits, and financial documentation.

2. Accounts Payable

- Process vendor invoices accurately and in a timely manner.
- Verify invoice details, obtain required approvals, and code expenses to the appropriate general ledger accounts.
- Monitor purchase orders and confirm alignment with approved spending.
- Prepare and process payments while maintaining strong vendor relationships.
- Reconcile vendor statements and resolve billing discrepancies.

3. Accounts Receivable

- Record and apply payments accurately within the accounting system.
- Support tuition and fee billing processes, including deposits and recurring charges, in coordination with administration.
- Monitor outstanding balances and communicate professionally with families or customers regarding payment status.
- Assist with payment plans and collections efforts as directed, maintaining a courteous and community-oriented approach.
- Prepare deposits and ensure funds are recorded and secured appropriately.

4. Financial Aid & Student Accounts Support

- Assist with tracking financial aid awards, tuition credits, and adjustments.
- Maintain accurate student account records and support reconciliation of student balances.
- Collaborate with administration to ensure clear and consistent financial communication with families.

5. Administrative & Clerical Support

- Maintain organized electronic and physical financial records in accordance with retention requirements.
- Open, sort, and route mail related to financial and administrative matters.
- Prepare correspondence, reports, and internal documentation, some of which may be confidential.
- Communicate professionally with parents, vendors, and internal stakeholders via phone, email, and written correspondence.
- Support office operations and administrative initiatives as needed.

6. Parent & Community Support (Add to Duties and Responsibilities)

- Serve as a welcoming and professional point of contact for parents and visitors on campus, providing courteous assistance with financial, billing, and general school inquiries.
- Support parents with questions regarding tuition, fees, payments, and account statements, responding promptly.
- Collaborate with administration to ensure parents feel informed, supported, and respected in all financial interactions with the school.
- Assist families in navigating payment processes and documentation, maintaining a service-oriented approach consistent with the school's mission and community values.

- Uphold confidentiality and professionalism when interacting with parents regarding sensitive financial matters.

7. Additional Responsibilities

- Assist with year-end closing activities and financial transitions between fiscal years.
- Identify opportunities to improve accounting processes, efficiency, and documentation.
- Maintain confidentiality and exercise sound judgment in all financial and personnel-related matters.
- Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Occasional travel, prolonged and irregular hours, frequent standing, bending, stooping, walking, and using hands. Employee is required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Maintain emotional control under stress and maintain a positive attitude when interacting with all stakeholders.

How to Apply:

Only email submissions to ngodwin@tuscaloosaacademy.org will be accepted and must include:

- A. Current resume detailing your education and experience.
- B. Letter of interest detailing your qualifications for this position and why you would like to be considered.
- C. Minimum of three (3) professional references, which must include the reference's name, address, telephone numbers, email, and relationship information for each person.