

Bookkeeper (Part-Time)

2020-2021

Veritas Classical Academy, a K-12 Classical, Christian school in Fullerton, CA, is seeking an organized and friendly Bookkeeper who will work hard and grow with the school. The mission of Veritas is to provide a distinctly Christian education using a classical model integrated with a Biblical worldview. A Veritas employee supports and pursues this calling by modeling exemplary behavior, kindness, and patience when interacting with staff, students, and the community.

Job Description

- Handles the full cycle of non-profit fund accounting duties including accounts payable and accounts receivable.
- Prepare monthly and quarterly financial reports including financial statements, including Balance Sheet
- Research and maintain government regulatory requirements related to the responsibilities of the position, ie. State compliance.
- Manages the TADS Tuition Management, including finalizing payment plans, invoicing, receiving, recording payments from TADS and direct payments from families
- Create Annual Report under the direction of the Headmaster
- Create records and documentations for audit.
- Manage school donor database.
- Create, print and maintain all forms needed for financial office.

Qualifications:

- Minimum A.A. in business administration or accounting, certification in bookkeeping preferred, or progress toward the completion of such a degree, or a demonstrated record of related experience
- Quickbook experience preferred
- TADS Tuition management experience preferred
- Must have good telephone and communication skills

- Should be self reliant and able to focus attention on detail and accuracy.
- Must have competent data entry skills and computer operation on PC compatible equipment
- Knowledge and ability to operate general office machines and/or willingness to learn

Job Type: Part-Time, 20 hrs/week, 49 weeks

To apply: Ideal applicants are mature in their Christian faith and are committed to Christian education. Please send resume and cover letter to dkim@veritasclassicalacademy.com. Cover letters should include what draws you to apply at Veritas, how your faith impacts your daily life, and how your education and/or past experience could be used at our school.