



NOTRE DAME PREPARATORY SCHOOL AND MARIST ACADEMY JOB DESCRIPTION

Job Title: Bookkeeper

Reports To: CFO/Business Manager

FLSA Status: Non-Exempt

Work Year: 12 Month

Purpose: The bookkeeper is responsible for computing, classifying and recording financial transactions to ensure the financial records of the school are accurate. The bookkeeper also performs routine financial calculations and general ledger duties. The bookkeeper may also check the accuracy of calculations performed by other employees. The bookkeeper will be the primary contact for: Accounts Payable; Purchase Order System; Student Billing, Accounts Receivable, Miscellaneous Cash Receipts, and the Business Office portion of Student Registrations.

Essential Functions:

- Distribute incoming invoices to department heads for their approvals
- Code all Accounts Payable invoices
- Enter all approved Accounts Payable invoices
- Close related purchase orders
- Process Accounts Payable payments
- Print checks when released by Business Manager
- Acquire appropriate signatures for checks
- Stuff & Mail accounts payable checks
- File paid A/P
- Research all A/P statements
- Maintain users of the Purchase Order system (add/delete users)
- Post all student tuition payments
- Post all student billing charges to student accounts
- Post miscellaneous cash receipts
- Prepare deposits for the bank
- Coordinate security for bank deposit-daily
- Answer tuition questions/phone calls and in person
- Add all officials checks as invoices in Blackbaud
- Create manual checks for each official
- Transfer money from Operations Checking account to Officials checking account
- Miscellaneous Invoices

- Issue A/R invoices for Courtesy Driving School, Maintenance fees, etc.
- Track miscellaneous A/R revenue
- Student Registration (February)
- Post new registrations in Blackbaud
- Updated tuition/enrollment totals
- Other duties as assigned

Competencies:

1. Microsoft Office, especially Excel
2. Business Acumen
3. Communication Proficiency
4. Ethical Conduct
5. Problem Solving/Analysis
6. Cash Handling

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, adding machines, photocopiers, filing cabinets and fax machines.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.