



Job Description: Part-Time School Bookkeeper/Accountant with Human Resources, QuickBooks, and Excel Experience

Position: Part-Time School Bookkeeper/Accountant

Department: Finance & Human Resources

Location: Sage Ridge School, 2515 Crossbow Court, Reno, Nevada

Reports To: Director Finance

Job Type: Part-Time

Sage Ridge School is Reno-Tahoe's only non-sectarian, independent, college-preparatory school serving grades 3-12. Since 1998, Sage Ridge School has prepared students to be curious and confident citizens with great intellect and character.

Position Overview:

We are seeking a highly organized and detail-oriented Part-Time School Bookkeeper/Accountant with experience in human resources, QuickBooks, and Excel. The ideal candidate will be responsible for supporting both bookkeeping, accounting and HR functions, ensuring the accurate processing of financial data and the maintenance of HR records. This role offers flexibility and requires a self-motivated individual who can handle a variety of tasks efficiently.

Key Responsibilities:

Accounting:

- Process and maintain financial records, ensuring accuracy and compliance with company policies.
- Prepare and review monthly, quarterly, and annual financial reports.
- Reconcile bank statements and manage accounts payable and receivable.
- Assist in the preparation of data for budgets, forecasts, and financial projections.
- Manage QuickBooks accounting software, including invoicing, expense tracking, and financial reporting.
- Monitor cash flow and assist in preparing data for financial planning.

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Human Resources:

- Maintain employee records and ensure HR data is accurate and up-to-date.
- Assist in payroll processing and track employee hours.
- Support recruitment efforts, including posting job openings, reviewing resumes, and scheduling interviews.
- Assist with benefits administration and employee onboarding.
- Ensure compliance with labor laws and company policies.

General Duties:

- Prepare reports using advanced Excel functions (pivot tables, VLOOKUP, etc.).
- Assist in preparing tax filings and year-end financial documents.
- Provide support for other administrative tasks as needed, including document preparation and filing.
- Maintain confidentiality in handling sensitive employee and financial information.

Qualifications:

- Proven experience as a bookkeeper or accountant or in a similar financial role.
- Strong experience with QuickBooks accounting software.
- Proficiency in Microsoft Excel, including advanced functions (pivot tables, VLOOKUP, etc.).
- Knowledge of human resources practices, including payroll, benefits, and employee record management.
- Strong attention to detail, organizational skills, and ability to manage multiple tasks.
- Excellent communication skills, both written and verbal.
- Ability to maintain confidentiality and handle sensitive information.
- A degree in bookkeeping/accounting, finance, or a related field is preferred, but not required.

Work Schedule:

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- Work hours, 4 days 15-20 hours per week, flexible hours
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Compensation:

- Competitive hourly rate, commensurate with experience.
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This position provides an opportunity to contribute to the financial and human resources functions of Sage Ridge School while maintaining flexibility in the schedule. If you are a motivated individual with experience in bookkeeping/ accounting, HR, QuickBooks, and Excel, we encourage you to apply by contacting Sage Ridge Head of School Dr. Ginger Hovenic at gingerhovenic@sageridge.org.

Sage Ridge School, as an equal opportunity employer, does not discriminate in its hiring of employees based on race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age or disability. We actively seek diversity among faculty and administration as well as among students.

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