

Full-time Bookkeeper

Trident Academy, located minutes from downtown Charleston, SC, educates students in grades K through 12 who struggle with learning disabilities like dyslexia, dyscalculia, and dysgraphia.

Our mission: *Trident Academy transforms the lives of cognitively capable K-12 children diagnosed with learning differences through individualized, multi-sensory, and research-based teaching approaches.*

We are seeking a talented and experienced full-time Bookkeeper to join our team.

About Us:

Trident Academy fosters a nurturing and innovative learning environment for students who struggle in traditional learning environments due to their learning differences. We offer multi-sensory instruction using the Orton-Gillingham approach.

About the Role:

As the Bookkeeper, you will play a vital role in ensuring the smooth day-to-day operations of our school. You will be responsible for a variety of tasks, including:

- **Financial Management:** Develop, monitor, and manage the school's annual budget. Prepare financial reports and statements for school administrators and the Board of Trustees. Oversee payroll and accounts payable/receivable.
- **Human Resources:** In conjunction with the Director of Operations, manage personnel records, contracts, and employment agreements—process payroll and benefits administration.
- **Operations:** Oversee purchasing, tuition receipts, and other accounting functions.
- **Communication:** Maintain clear and professional communication with staff, parents, and other stakeholders.

Qualifications:

- Bachelor's degree in Business Administration, Accounting, or a related field.
- Minimum 3-5 years of experience in a financial role, preferably in education or a non-profit organization.
- Strong analytical and financial skills, with proficiency in budgeting and QuickBooks. Knowledge of FACTS accounting, Paymerang, and Netchex is a plus.
- Excellent organizational and time management skills.
- Ability to prioritize multiple tasks and work independently.
- Strong interpersonal and communication skills.
- A passion for education and a commitment to our school's mission.

Benefits:

- Competitive salary and benefits package
- Opportunity to work in a collaborative and supportive environment
- Make a positive impact on the lives of children

To Apply:

Please submit your resume and cover letter to employment@tridentacademy.com.

Applications will be accepted until the position is filled.

Trident Academy is an equal opportunity employer and hires without discrimination on the basis of race, color, religion, gender, national origin, age, or disability.