



JOB OPENING: Bookkeeper
Part-time position
Start Date: August 1, 2026

Part-Time Bookkeeper

Hyla School | Bainbridge Island, WA

16 Hours Per Week | Flexible Schedule | \$32-\$36 Per Hour

Hyla School is seeking a Bookkeeper to support the school's financial operations and help ensure smooth day-to-day accounting processes. This role works closely with the CFO and is ideal for an experienced bookkeeper looking for meaningful work in a collaborative educational environment.

The Opportunity

This is an exciting opportunity to join a team of passionate and driven educators and staff members in a caring and collaborative school community.

What You'll Do

- Process accounts payable and vendor payments
- Maintain accounts receivable and tuition billing records
- Process deposits and reconcile bank and credit card accounts
- Support payroll administration and reporting
- Maintain accurate accounting records and supporting documentation
- Assist with annual audits and nonprofit compliance reporting
- Respond to family billing inquiries with professionalism and care

What We're Looking For

- Three or more years of bookkeeping experience
- QuickBooks experience preferred
- Strong Excel and Google Workspace skills
- Excellent attention to detail and organizational abilities
- Strong communication and customer service skills
- Ability to work independently and maintain confidentiality

Preferred Experience

- Nonprofit accounting



- Independent schools or educational organizations
- Tuition billing systems
- Payroll support and reporting

Why Hyla School?

Hyla School is a vibrant independent school dedicated to fostering curiosity, integrity, and lifelong learning. We value collaboration, innovation, and meaningful relationships, and we believe every member of our team contributes to the success of our students and community.

Position Details

- Approximately 16 hours per week
- Flexible work schedule
- Year-round position
- Hourly compensation of \$32-\$36 depending on experience

To Apply

Please submit:

- Cover Letter
- Resume
- Three Professional References

Applications may be submitted to Suvarna Anderson, Chief Financial Officer: suvarnaa@hylaschool.org.

Hyla School is an equal opportunity employer and does not discriminate on the basis of any protected status under applicable law.