



**GUNNISON
WATERSHED
SCHOOL DISTRICT**

Marble Charter School VACANCY

The Marble Charter School, as part of Gunnison Watershed School District RE1J, is announcing the following vacancy:

Bookkeeper and Office Manager, Part-Time

Duties and Responsibilities:

- Manage all school bookkeeping functions, including accounts payable and receivable, purchase orders, invoices, reimbursements, deposits, and financial recordkeeping in QuickBooks
- Reconcile bank accounts, credit card statements, and other financial records monthly, ensuring accuracy and compliance with school and district procedures.
- Monitor cash handling, banking activities, and financial transactions, maintaining organized records and supporting documentation
- Coordinate with the Marble Charter School Director and Gunnison Watershed School District Business Office regarding financial processes, reporting requirements, and budget monitoring
- Assist with managing student records, including enrollment, attendance, health, and cumulative files, ensuring confidentiality and compliance with applicable requirements
- Assist with school communications, including daily transportation messages, website updates, social media content, newsletters, and promotion of school programs and events
- Support students as needed, including minor health care and medicine administration
- Perform additional duties as assigned by the Director

Qualifications

- Possess a high school diploma, or equivalent
- Possess bookkeeping training or experience, Quickbooks experience preferred
- Be competent in using word processing, spreadsheets, e-mail, social media and presentation software
- Demonstrate ability to work cooperatively with supervisors and coworkers
- Candidate must be flexible and willing to adapt to changing priorities, needs, and schedules
- Candidate must be a proactive communicator, organized, independent, and willing to learn
- All MCS employees must pass a background check

Compensation:

- Part-time, hourly position
- 10 hours per week (not including Thanksgiving Break, Winter Break, Spring Break, and 2 weeks of Summer Break)
- \$26/hour - includes PERA retirement contribution

How to Apply:

Step 1: Submit Cover Letter and Resume to: Sam Richings-Germain, Director of MCS

Email- srichingsgermain@gunnisonschools.net

Step 2: Application Process: Submit Application and (which can be found on the Gunnison Schools website), Cover Letter, Resume and three letters of reference.

To learn more about Marble Charter School please visit the school's website: <https://marblecharter.gunnisonschools.net/>

Deadline: Until position is filled