

# Bookkeeper

## Position Overview

Title: Bookkeeper

Supervisor: Business Manager

Date Revised: November 2020

FSLA Classification: Non-Exempt

Schedule: Full-Time

## About Friends School of Minnesota

Friends School of Minnesota (FSMN) is an independent K-8 progressive, Quaker school in Saint Paul, Minnesota, with 130 students. Our mission is to prepare children to embrace life, learning, and community with hope, skill, understanding, and creativity. We are committed to the Quaker values of peace, justice, simplicity, and integrity.

FSMN welcomes applications from all interested persons who share our core values, including the Equity and Inclusion vision of our Strategic Plan: “We envision a school community that embodies strength in diversity through the sharing of rich cultural and socioeconomic backgrounds and experiences, and the celebration of varied personal expressions and identities, while recognizing the challenges posed by societal structures of oppression. We envision a student body that is able to work towards and is committed to social justice and equitable change-making in the world. We commit to the long-term, collective work of examining school culture, practices, and policies, changing conditions to promote equity, defining diversity and inclusion needs within our school community, and approaching this work with humility and urgency.”

## Position Overview

The bookkeeper at FSMN works with Peachtree/Sage accounting software and uses Excel for calculations and record-keeping. The school uses the FACTS system for enrollment contracts, tuition collection, and incidental billing (lunch, extended day, clubs, sports, etc.).

Ordinarily the bookkeeper position would be a full-time, on-site position. Due to COVID, the bookkeeper may work from home if preferred, with only occasional necessary trips to the school. Benefits available through the school include paid vacation (based on length of employment), a generous health and dental plan, an annual contribution toward professional

development, contributions to an HSA plan and a retirement account (plus a match for employee contributions based on length of employment).

Salary negotiable based on experience and qualifications.

### **Essential Functions and Responsibilities**

- Handle biweekly payroll, file necessary reports, manage staff and school contributions to HSA and retirement accounts.
- Prepare incidental billing entries for FACTS.
- Record weekly tuition and incidental billing remittances from FACTS.
- Record donations and process credit card income.
- Manage accounts payable (prepare checks, obtain signatures, and mail to vendors).
- Manage reimbursements to staff for out-of-pocket expenses, usually through ACH payments.
- Make bank deposits, either with the automatic scanner at the school or directly at the bank.
- Post and maintain records of all financial transactions, using the established chart of accounts.
- Respond promptly to inquiries from families and vendors, by email or by phone.
- Balance the general operations checking account monthly.
- Maintain historical records by filing documents appropriately.
- Work with the business manager and the auditors to conduct the annual audit.
- Prepare financial reports as required and as requested, by collecting, analyzing, and summarizing account information.
- Ensure compliance with federal, state, and local legal requirements; work with the team to define bookkeeping policies and procedures; advise management on needed actions.
- Contribute to the team effort. Friends School is a collaborative environment.

### **Minimum Qualifications**

- Background in accounting, experience in a school setting is a plus
- Familiarity with accounting software, especially Peachtree/Sage
- Previous bookkeeping experience
- Experience with data entry
- Attention to detail and thoroughness
- Ability to analyze complex information
- Ability to report research results clearly
- Commitment to confidentiality

### **Preferred Qualifications**

- Several years of bookkeeping experience
- Accounting degree or CPA a plus

- Experience working in a school setting

## **How To Apply**

Please submit a cover letter, resume, and contact information for three professional references, to Joe Mueller, Head of School, [employment@fsmn.org](mailto:employment@fsmn.org), by December 2, 2020.

## **Disclaimer**

The information contained here is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is this intended to be an all-inclusive list of the skills and abilities required to do the job. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.