



**GREATER PORTLAND
CHRISTIAN SCHOOL**

Part-Time Bookkeeper

Job Description

Overview

We are seeking a detail-oriented and organized Part-Time Bookkeeper to manage our financial operations and ensure accurate and timely bookkeeping. This role will handle all financial transactions, maintain records, and support office operations. The ideal candidate will have strong financial acumen, excellent communication skills, and the ability to work independently in a dynamic environment.

Key Responsibilities

- **Bookkeeping and Financial Transactions:**
 - Process tuition payments, fees, and donations, ensuring accurate recording and allocation.
 - Manage accounts payable, including processing invoices and issuing payments.
 - Generate and issue receipts for all incoming donations.
 - Monitor past due accounts, send early past due notices, and follow up on outstanding balances.
 - Prepare and execute bank deposits, ensuring timely and accurate processing.
 - Manage Payroll process as an intermediary between school and our payroll company.
- **Financial Recordkeeping:**
 - Maintain accurate and up-to-date financial records using accounting software (Quickbooks Online).
 - Reconcile bank statements
 - Prepare monthly financial reports



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- **Office Support:**

- Provide regular office coverage two days a week, including answering phones, responding to inquiries, and performing general administrative tasks as needed.

Qualifications

- **Education and Experience:**

- Minimum of 2 years of bookkeeping

- **Skills and Abilities:**

- Proficiency in accounting software (QuickBooks Online) and Microsoft Office Suite (Excel, Word).
- Strong attention to detail and accuracy in financial recordkeeping.
- Excellent organizational and time-management skills to handle multiple tasks and meet deadlines.
- Effective communication skills for interacting with staff, vendors, and clients.
- Ability to work independently and as part of a team.

- **Additional Requirements:**

- Knowledge of accounts payable/receivable processes and financial reporting.

Work Schedule and Compensation

- **Hours:** 15-20 hours/week. 14 hours during the school year to include office coverage. Remaining hours and summer can be worked remotely when compatible with duties.
- **Compensation:** \$20/hr

Application Process

Please apply at: <https://gps.net/quick-links/employment/>