POWER & GRACE PREPARATORY ACADEMY
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JOB DESCRIPTION

Bookkeeper

Type: Part-Time, Hourly
Hours: 15 hours per week
Note: Based on Experience and Qualifications

Overview of Job

A bookkeeper keeps the school's day-to-day finances accurate and on time. The bookkeeper pays the school's bills, manages family accounts for tuition, lunch, and before and after care, helps families use scholarship and funding programs, and follows up on past-due balances with professionalism and discretion. Payroll is handled separately and is not part of this role.

Spiritual Requirements

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe and actively support the school's statement of faith
- Be a Christian role model in attitude, speech, and actions toward others
- Actively participate in a local Bible-believing church

Experience / Qualifications

Must have a high school diploma or equivalent and a minimum of two years of bookkeeping, billing, accounts payable, or accounts receivable experience. Coursework or a degree in accounting, bookkeeping, or business preferred. Experience with accounting or school management software required; FACTS SIS experience a plus. Must be detail-oriented, comfortable in Google Sheets or Excel, and able to handle confidential family financial information with discretion. Must complete a fingerprint-based background check.

Key Responsibilities

- Accounts payable: Record vendor bills and invoices in the school's bill tracker as they arrive
- Pay bills on time and track due dates and autopay
- Flag unclear or disputed charges
- Student accounts: Manage family accounts for tuition, fees, lunch, and before and after care
- Post payments and confirm before and after care charges against attendance records
- Answer family questions about statements, balances, and payment plans
- Scholarships and funding: Help families apply for and renew Education Freedom Scholarships (EFS), Individualized Education Accounts (IEA), Folds of Honor scholarships, and Child Care Certificate Program funding

- Track applications, approvals, and disbursements, and apply funds to the correct student accounts
- Meet each program’s documentation and reporting deadlines
- Delinquencies: Monitor past-due balances weekly
- Send reminders and late notices
- Call account holders to collect payment
- Set up payment options as approved
- Records and reporting: Keep financial records organized, accurate, and confidential
- Send documents to the school’s accountant
- Prepare a weekly summary of collections, past-due balances, and bills paid