

Job Title: Bookkeeper

Department: Business Office
Reports To: Chief Financial Officer
FLSA Status: Full Time
Prepared: January 2020

Summary The Bookkeeper through faithful service to accomplish the mission of Kuyper College is responsible for providing critical administrative support for the Business office. This position is primarily responsible for Daily Receipts, Accounts Payable, Student Accounts and maintaining the general ledger.

Essential Duties and Responsibilities include but are not limited to:

Business Office Support and Reporting

- Direct and record daily receipts and fees for bank, on-line, financial aid, PayPal and operating banking accounts
- Enter and approve accounts payable (AP) transactions and process AP check runs
- Reconcile College credit card transactions to statements and the general ledger
- Maintain vendor files, student files, and other office information
- Manage month-end general ledger closing (bank reconciliation, donations, reconcile coding), journal entry of postage usage and Creative Dining.
- Perform monthly reconciliations of statement of position (balance sheets) accounts
- Ensure scanning and filing is up to date
- Provide primary support for executive level reporting
- Provide management with financial analysis and budget reconciliation

Student Account Support and Reporting

- Apply payroll deductions and all other payments to student accounts in Student Information System (SIS) immediately (live)
- Manage student payment plans and receivables, and liaise with retention committee
- Coordinate student fees and billings with collaborative programs, verify information with academic office
- Set up annual cost sheet and update semester costs in SIS, verify accuracy of student accounts
- Enter data provided by Housing department regarding billing and meal plan upload
- Generate and distribute semester student account statements monthly and as requested
- Reconcile weekly or monthly posted data between SIS and General Ledger

Qualifications

The successful candidate will have strong interpersonal skills, a customer service orientation and want to be a part of a team environment. Being detail oriented and laser focused are critical. The ideal candidate will have experience with Accounts Receivable, Accounts Payable and Journal Entry.

Education and/or Experience

- Associate's degree (A. A.) or equivalent from two-year College or technical school preferably in Accounting
- Three years related experience and/or training; or equivalent combination of education and experience
- Prefer applicant who has completed Intermediate Accounting course. Experience with month-end close or high-volume data processing such as accounts payable or receivable a plus Language Skills
- Ability to read English and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate information in one-on-one and small group situations to students, donors, vendors, guests and all employees of the organization

Reasoning Ability

- Ability to reason and apply common sense understanding to resolve problems, set priorities and provide or apply instructions Computer Skills
- Proficient with typing and use of 10-key
- Strong use of a spreadsheet software (Google sheets or Excel). Ability to pick up quickly the use of various software Other Skills and Abilities
- Excellence in interacting and communicating with individuals from different cultures

Physical Demands

While performing the duties of this job; the employee is regularly required to stand, talk and hear. The employee is occasionally required to walk; sit; use hands; and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus

Applicants may apply with a resume and cover letter to:

HRApplications@kuyper.edu.

Thank you for your interest in Kuyper College