



## Bookkeeper Position Description 2022

### POSITION DESCRIPTION

St. Richard's is seeking to employ a part-time bookkeeper (3 days a week) to assist its Director of Finance in accurately compiling and recording all financial transactions. The right candidate will possess organizational and analytical skills and work collegially with all of the school's stakeholders. This position's preferred start date is May 23, 2022 and has an annual salary range of \$30,000 to \$35,000.

Job Responsibilities to include:

- Process transactions for billing, receipts and accounts payable
- Enter activity shown on bank statements including receipts, transfers, fees etc. for cash accounts, monthly
- Complete payment gateway (Diamond Mind) transaction reconciliation, weekly
- Reconcile cash accounts
- Enter student billing (aftercare, early care, summer camp, miscellaneous).
- Enter open payable invoices in the accounting software and prepare disbursements, weekly
- Reconcile corporate credit card activity, monthly.
- Enter Investment Account activity, monthly.
- Post journal entries
- Maintain Employee Attendance Database.
- Other accounting and administrative duties as needed

### CRITICAL SKILLS

- Understanding and support of the school's mission.
- Proficiency with Google Suite, Microsoft Excel and an aptitude for learning new computer applications.
- An understanding of accounting terminology and processes.
- Organizational skills with an eye for detail.
- Ability to communicate and interact with students' parents in a professional manner
- A sensitivity to and knowledge of the needs of a diverse community and the ability to work effectively with many stakeholders from diverse backgrounds.

## MISSION & DESCRIPTION

The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually and intellectually.

## ST. RICHARD'S IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race/ethnicity, color, religious belief, sex, gender identity, age, national origin, disability, veteran status or any other status protected under applicable local, state, or federal law. St. Richard's is committed to fostering a community where all people are respected, valued, treated equitably, and expected to share the responsibility of upholding diversity, equity and inclusion.

## APPLICATION INSTRUCTIONS

Interested applicants should complete an [application](#) which includes uploading a resume and cover letter. Additionally, please send an introductory email to Head of School Dr. Leslie Hosey ([lhosey@sresdragons.org](mailto:lhosey@sresdragons.org)) and Director of Finance, Ms. Linda Chestnut ([lchestnut@sresdragons.org](mailto:lchestnut@sresdragons.org))

## WHY ST. RICHARD'S:

St. Richard's Episcopal School is the only Episcopal school in the state of Indiana. All are welcome and can find belonging at St. Richard's. Since 1960, St. Richard's has been providing a diverse and international student body with an excellent academic foundation rooted in Episcopal values. Our students are encouraged to ask questions, use reason, and learn wisdom, compassion and humility as they practice the skills they need to be global citizens. Students learn to have honest and respectful dialogue across lines of disagreement and difference as they prepare for lives of leadership and civic responsibility.

Faculty and staff at St. Richard's build lasting relationships with students and families as they implement inquiry-based and talent development curriculum to meet students where they are and encourage students to stretch and grow in a safe space. Faculty and students benefit from our location in the heart of Indianapolis with many field experiences and partnerships for learning and service.

Our most recent graduating class is a good example of the impact of a St. Richard's education. The Class of 2021 were accepted into the high school of their choice, earned over \$525,000 in merit financial aid, won multiple National Championships in math competitions, placed 3rd in the country in the "We the People" civic competition, and are prepared for their next stage in life with knowledge and values for a lifetime.