

Beacon Academy, A Montessori High School

Evanston, Illinois

Position Title: Bookkeeper

Status: Part-Time – Exempt
Reports to: Director of Finance and Human Resources
Department: Business Office

Beacon Academy is seeking a skilled Bookkeeper to maintain our financial records and manage all payroll activities. The ideal candidate will undertake a variety of tasks such as create and analyze financial reports, process accounts payable and receivables, manage invoices, enter payroll information, calculate wages, make payments, and ensure legal requirements compliance.

The position requires someone who is experienced in entering data with attention to detail and has good math and computation skills for preparing calculations. The role will require someone who is able to carry out all procedures with speed and accuracy. Ultimately, the Bookkeeper's responsibilities are to accurately record daily financial transactions and process payroll. Our ideal candidate has finance, accounting, and payroll experience and is familiar with accounting and payroll software systems.

Essential Duties and Responsibilities:

- Record daily financial transactions, complete posting process, and bring the books to the trial balance stage
- Perform partial checks on postings and verify that transactions are accurately recorded in the correct ledgers
- Enter data, maintain records, and prepare financial statements
- Process accounts receivable/payable and handle payroll in a timely manner
- Issue tuition billing and invoicing using billing software system
- Manage compensation packages using payroll software
- Collect and verify timesheets for hourly, temporary, and part-time staff
- Calculate annual salary contracts, hourly pay, stipends, overtime, benefits, and leave balances
- Manage and calculate taxes and deductions
- Initiate timely pay cycles through the payroll software system
- Update electronic payroll records by entering adjustments on pay rates and employee status changes
- Calculate unemployment, leaves, and final payments
- Address employee concerns and questions, and investigate and resolve payroll discrepancies
- Prepare, review, and submit payroll information and reports using payroll software

Required Skills:

- Proven experience in bookkeeping and payroll processing
- Solid understanding of general accounting principles, accounts payables/receivables, and payroll regulations
- Proven ability to calculate, post, and manage accounting data and financial records
- Excellent data entry, communication, and computations skills with aptitude in problem-solving
- Solid knowledge of relevant legislation, policies and regulations
- Hands-on experience with spreadsheets and proprietary software

- Proficiency in the in writing and speaking English and MS Office
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- Outstanding organizational and time management skills
- High school diploma or equivalent

Desired Skills:

- Bachelor's degree in Accounting, Finance, or business related discipline (Preferred)
- Bookkeeping: 3-5 years (Preferred)
- Payroll: 3-5 years (Preferred)
- Microsoft Excel: 2-3 years (Preferred)
- QuickBooks: 1-2 years (Preferred)

Other Details:

- Hours per week: 20-25
- Onsite work will be required (remote work currently available due to Covid-19)

***All interested applicants may send a resume and cover letter to:
HumanResources@beaconacademychicago.org**