



School Bookkeeper

Overview:

Empower Community School influences change in our community by forging collaboration between a diverse group of scholars, educators, families, and partners to educate the next generation of community leaders and advocates. Our personalized approach to learning supports the academic, social, and emotional development of each scholar and prepares them to excel in every endeavor with the courage and ability to advocate for themselves and the community.

Empower unapologetically believes:

- Every student can learn and grow in rigorous academic settings with the appropriate support.
- Schools are a place for equitable collaboration between educators, scholars, families, and the broader community.
- Empathy, interpersonal skills, and social-emotional development are the foundation of a positive culture.
- Technology can be an educational equalizer when used for personalized learning, content creation, and community connections.

We are seeking motivated, entrepreneurial individuals to join our founding team. Empower Community School Team members must be dedicated to the mission of the school, including our goal to support the academic, social, and emotional development of students. Ideal candidates will be self-motivated, innovative educators with a passion for student, adult, and community development. This unique position requires a candidate who possesses a blend of social media expertise and strong administrative skills. The successful candidate will play a crucial role in enhancing our online presence and supporting various business functions.

Reports To: Director of Operations

Position Summary:

The school bookkeeper will play a vital role in ensuring efficient financial management and administrative support within our school. This position requires a detail-oriented individual who possesses strong organizational and communication skills. The primary responsibilities will entail managing financial transactions, maintaining financial records, and providing secretarial support to the school administration.

Essential Duties and Responsibilities:

- Perform day-to-day accounting tasks, including accounts payable, accounts receivable, and payroll processing.
- Maintain accurate financial records and documentation in compliance with school policies and applicable laws and regulations.
- Reconcile bank statements, track expenses, and produce financial reports as needed.
- Facilitate purchasing and procurement processes by preparing purchase orders and ensuring proper documentation and authorization.
- Manage the school's petty cash fund, ensuring proper usage and recording of transactions.
- Assist with budget preparation, monitoring and tracking expenditures, and reporting variances.
- Coordinate with vendors, suppliers, and banking institutions to ensure smooth financial operations.
- Provide secretarial support to the school administration, such as drafting and proofreading correspondence, managing schedules and appointments, coordinating meetings, and handling phone calls and emails.
- Maintain and update student and staff records in compliance with privacy laws and school procedures.
- Prepare reports and presentations using various software applications.



- Participate in regular professional development activities to stay updated on accounting principles, software, and administrative practices.
- Collaborate with other school staff members and contribute to a positive and supportive work environment.
- Other assigned duties.

Required Qualifications:

- High school diploma or equivalent (some college coursework in accounting or finance is desirable).
- Previous experience in bookkeeping, accounting, or finance-related role is preferred.
- Strong knowledge of basic accounting principles and practices.
- Proficiency in using Microsoft Office Suite (especially Excel, Word, and Outlook) and familiarity with accounting software (e.g., QuickBooks, Xero).
- Exceptional data entry skills with a high level of accuracy and attention to detail.
- Excellent organizational and time management skills to prioritize tasks effectively.
- Strong verbal and written communication skills.
- Ability to handle sensitive and confidential information in a professional and ethical manner.
- Aptitude for problem-solving and critical thinking.
- Demonstrated ability to work independently as well as part of a team.
- Flexibility to adapt to changing priorities and deadlines.
- Positive and approachable attitude with excellent interpersonal skills.

Physical Requirements:

- Ability to sit, stand, or walk for extended periods.
- Manual dexterity to operate office equipment.
- Occasional lifting and moving of materials up to 50 pounds.

This job description is intended to convey information essential to understanding the scope of the position and does not necessarily list all the responsibilities or tasks that may be required. The employer reserves the right to modify the duties and requirements of this position at any time.

Additional Information:

As part of the application process at Empower Community School we ask all candidates to take several brief assessments after the submission of a resume or completion of an online application. For the first assessment, you will click on this [LINK](#). Please enter your contact information. Upon completion of the first assessment, you will receive a link for the second assessment at the provided email address. The link will come from noreply@predictiveindex.com.

In the first assessment,

- *There are no right or wrong answers*
- *The assessment takes about 5 minutes to complete*
- *You should take on a laptop or desktop*
- *Make sure that you are in Google Chrome with a stable internet connection*

Once you complete the first assessment, you will immediately receive a link to the 2nd assessment. Unlike the prior assessment, this is a timed test. Please consider the following

- *There are 50 questions*



- *You will have 12 minutes to complete*
- *Questions will include three types of questions: numerical, verbal, and spatial-reasoning*
- *Please complete the assessment on a laptop or desktop*
- *Make sure that you are in Google Chrome with a stable internet connection*
- *Ensure that you are in a quiet place where you will not be distracted or disturbed*
- *Be in a competitive state of mind.*

Equal Opportunity Employment

Empower Schools of Alabama considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, the presence of a medical condition, disability, or any other legally protected status.

Non-Discrimination Statement

In its efforts to promote nondiscrimination and as required by law, Empower Schools of Alabama does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs.