**Accounting Clerk - Payables**

Brentwood Christian School

**REPORTS** **TO**: Senior Accounting Manager

**CLASSIFICATION**: Full Time; Non-Exempt; Year Round

**SUMMARY**: Responsible for assisting the Senior Accounting Manager with accounts payable and other clerical duties.

**RESPONSIBILITIES**:

* Process purchase orders, check requests and invoices per policy
* Maintain accounting files and records
* Verify and reconcile credit card transactions
* Reconcile accounts and track expenditures
* Assist in preparing required tax documents
* Coordinate donor tracking with Development department
* Provide excellent customer service to visitors, parents, students, faculty and staff
* Support and promote the mission and core beliefs of BCS
* Other duties as assigned

**QUALIFICATIONS**:

* Must have a high school diploma or GED. A Bachelor’s Degree in a related business field or similar is preferred
* Must have one to three years of bookkeeping experience preferably in a not-for-profit or Christian education environment. A Bachelor’s Degree may substitute for required experience
* Must be an active member of a Christian church; Church of Christ preferred

**SPECIAL KNOWLEDGE/SKILLS**:

* Knowledge of accounting basics
* Proficiency in QuickBooks and Microsoft Office and competence in various educational software programs
* Strong interpersonal skills
* High level of attention to detail
* Strong written and verbal communication skills

**PHYSICAL REQUIREMENTS**:

* Ability to lift up to 25 pounds
* Ability to sit for extended periods of time