PLURALISTIC SCHOOL ONE
Independent K-6 education in Santa Monica

Bookkeeper

Reports to: Director of Finance and Operations
Status: Part-Time, hourly, potentially hybrid

Why This Role Matters

The Bookkeeper is an essential member of the school's administrative team, helping ensure that the financial systems supporting children, families, faculty, and staff are accurate, timely, and well cared for.

Working closely with the Director of Finance and Operations and collaborating across the administrative team, the Bookkeeper manages the school's day-to-day financial transactions and records. This includes accounts payable, student billing, accounts receivable, deposits, reconciliations, purchasing, and financial recordkeeping.

The Bookkeeper's work provides a reliable financial foundation that allows other members of the school community to focus on teaching, learning, relationships, and the daily life of the school.

Primary Responsibilities

Accounts Payable & Bookkeeping

- Process accounts payable, including preparing invoices for approval, entering approved bills into Sage, and processing checks and ACH payments.
- Maintain accurate vendor records and supporting documentation.
- Prepare routine journal entries and assist with month-end accounting activities.
- Maintain organized financial files, including vendor bills, bank deposit documentation, and credit card statements.
- Identify and resolve discrepancies and bring questions or concerns to the attention of the Director of Finance and Operations.

Student Billing & Accounts Receivable

- Manage day-to-day student billing in Ravenna, including Aftercare, Clubhouse, and other ad hoc charges.
- Collect, post, and reconcile tuition and other parent payments.
- Process bank deposits and maintain accurate check and deposit records.
- Enter and reconcile payments in Ravenna and Sage.

- Assist with accounts receivable collections and follow-up on outstanding balances.
- Work collaboratively with the Admissions & Tuition Assistance Coordinator and other administrative colleagues to ensure accurate and timely student account information.

Credit Card & Financial Reconciliation

- Reconcile credit card activity for administrative staff and designated school programs.
- Review statements and supporting documentation for accuracy and completeness.
- Follow up with staff regarding missing receipts, coding, or other documentation.
- Assist with bank and other account reconciliations as needed.

Purchasing & Administrative Support

- Monitor and process Amazon purchases in accordance with the school's established approval process.
- Manage ordering and replenishment of office and copy-room supplies.
- Work with administrative colleagues to coordinate purchasing needs and ensure appropriate approvals and documentation.
- Support the administrative team with financial information and documentation related to programs, events, and other school activities.

Year-End & Audit Support

- Assist with the preparation and processing of annual 1099s.
- Assist with the school's annual audit by organizing, scanning, and uploading requested documentation.
- Gather financial records and supporting materials for the Director of Finance and Operations and outside auditors.
- Support other year-end financial activities as needed.

Collaboration & School Operations

The Bookkeeper is a member of the school's broader administrative team and works collaboratively with colleagues across the school.

- Partner closely with the Director of Finance and Operations on day-to-day financial operations and special projects.
- Collaborate with the Executive Assistant & Steward of School Systems to ensure accurate and consistent student and enrollment information where it intersects with financial records.
- Work with the Admissions & Tuition Assistance Coordinator on student billing, enrollment-related financial information, and family account questions as appropriate.
- Collaborate with the Program Administrator and Office, Events & Auxiliary Programs Manager on the financial administration of programs, after-school activities, events, vendors, and other auxiliary activities.

- Communicate clearly and respectfully with faculty, staff, families, and vendors regarding financial matters.
- Participate in administrative meetings and contribute to school-wide systems and processes when appropriate.
- Share responsibility with administrative colleagues for creating a responsive, organized, and supportive experience for students and families.
- Support additional projects and responsibilities that contribute to the smooth operation of the school.

Qualifications

- 3–5 years of bookkeeping or accounting experience.
- Experience with accounts payable, accounts receivable, reconciliations, and general ledger transactions.
- Experience with Sage preferred; familiarity with Ravenna or another student billing system is a plus.
- Strong Excel and general technology skills.
- Excellent attention to detail and organizational skills.
- Ability to manage multiple priorities, recurring deadlines, and changing needs.
- Strong written and verbal communication skills.
- Ability to handle confidential financial and student information with discretion.
- Experience working in a school, nonprofit, or small organization is a plus.
- Ability to work independently while contributing actively to a collaborative administrative team.

Who You Are

You are a thoughtful, reliable, and highly organized professional who takes pride in getting the details right. You understand that good financial systems are ultimately about supporting people, and you approach your work with both accuracy and care.

You are comfortable owning your responsibilities while recognizing that your work is connected to the work of everyone around you. You communicate proactively, ask questions when something doesn't make sense, and follow through on commitments.

You are calm, flexible, and willing to pitch in when the needs of the school extend beyond your immediate responsibilities. You enjoy working as part of a team, building positive relationships with colleagues, and contributing to a school culture grounded in trust, respect, collaboration, and care.

Schedule

This is a **part-time position of approximately 20-25 hours per week**. Some flexibility in hours may be needed during year-end, audit periods, and other times of increased activity.

Compensation will be commensurate with experience and qualifications.