



Full or Part-Time Bookkeeper/Business Manager

Berean Academy is seeking a Bookkeeper/Business Manager for the 2022-23 school year. This is an hourly position with pay based on experience and qualifications. Berean also provides medical benefits and retirement contributions for full-time employees. Additionally, full-time and part-time positions qualify for a tuition discount (pro-rated based on hours). Interested applicants should email their resumes and testimonies to [Dr. Tad Nuce](#).

Under the direction of the Head of School, the Finance Office personnel is/are responsible for the day-to-day financial operations of Berean Academy.

The ideal candidate will have a degree with a concentration in accounting and several years' experience in bookkeeping, including payroll, AP, and AR collections. In addition, the candidate must be a mature, born-again Christian believer, capable of modeling exemplary Christian character and leadership befitting an employee of a Christian school.

Requirements and Qualifications:

- The ability to provide a written testimony of faith in Jesus Christ as Savior.
- Regular attendance at an evangelical church that upholds the Bible as holy, inspired by God, and inerrant.
- Agreement with the Berean Doctrinal Statement, Statement on Marriage, Gender, & Sexuality, and the Role Model Policy.
- The ability to pass a mandatory background check.
- Solid knowledge of QuickBooks accounting software and other data entry systems
- Experience with Excel spreadsheet formation and utilization
- Prefer a minimum of 2 years of experience in bookkeeping, including Payroll, AP, and AR collections
- Prefer a minimum of 2 years of accounting coursework.
- Experience with Microsoft Office Suite
- Effective communication skills.
- Administrative and organizational abilities.
- Exemplary people skills.
- Ability to work well independently and with a team
- Thorough attention to detail
- Good communicator, both verbal and written
- Positive attitude with a capacity for warmth and compassion
- Impeccable integrity, including respect of privacy and confidentiality