



Woodinville Montessori School (WMS), founded in 1983, is dedicated to providing a holistic Montessori education for students from Toddler through High School. With campuses in Bothell and Woodinville, WA, WMS serves a diverse community of lifelong learners. Our pedagogy prepares students to be confident critical thinkers and emphasizes independence, empathy, self-advocacy, and adaptability.

BOOKKEEPER

Updated: 4/2/2025

The Bookkeeper is responsible for keeping the accounting records of the School current and accurate. The Bookkeeper will perform accounts receivable, accounts payable, and bank reconciliation functions, maintain general ledger supporting schedules, prepare annual audit schedules, work in tuition management, auxiliary program and donation systems. This role involves working closely with the Controller to ensure the school's financial operations are efficient and compliant with all relevant regulations.

Responsibilities

Revenue, Accounts Receivable, and Collections:

- Post tuition charges using the tuition management system.
- Review before- and after-school care charges and post to the tuition management system.
- Post other auxiliary charges to the tuition management system.
- Reconcile auxiliary program payments between bank and registration software statements.
- Process donations arising from fundraising activities.
- Create monthly invoices and rent statements and send them to tenants.
- Record incoming receipts and deposit promptly.
- Enforce all school policies regarding late fees, non-sufficient funds (NSF) fees, and other fees.
- Post tuition and auxiliary program revenues tracking tuition assistance and remission.
- Prepare the monthly receivables aging report.

Accounts Payable:

- Collaborate with Ordering to reconcile Purchase Orders to invoices
- Monitor bills for accuracy and recording for past payments
- Report to Controller any bills that are questionable or for unusual amounts. Get approvals as necessary
- Act as school representative to report and resolve disputes with vendors
- Pay all the bills on time
- Prepare check-runs and payment files
- File receipts, payment records as needed

Maintain Accounts:

- Use accounting software to maintain chart of accounts, new vendor accounts, and new customer accounts as needed
- Maintain and review general ledger accounts for accuracy and reasonableness
- Back up accounting software after each session, maintain back up in two locations (external hard drive and server backup)
- Reconcile accounts monthly
- Maintain petty cash
- Maintain supplies required for bookkeeping duties

Maintain Supporting Schedules:

- Maintain depreciation schedules and post monthly depreciation expense.
- Maintain prepaid asset schedule and post monthly expenses.
- Maintain revenue and expense schedules related to tenants.
- Prepare reconciliations and schedules as requested by CPAs during annual audit.

Development Database Support:

- Manage school development database.
- Create profiles for donors.

- Maintain/update donor information.
- Enter donations as received and prepare monthly reconciliation to accounting software.
- Understand and perform annual tasks.
- Support administrative use of development database.
- Create reports and provide data to school administration as requested.

As Needed:

- Provide backup support to other administrative functions including reception, support for families, staff, and students, and supplies ordering.
- Willingness to do additional duties and tasks not specified above to support the overall running of academic programs and the school, such as assisting in a classroom, overview of lunch or recess, attendance or participation in occasional parent programs.

Required Qualifications, Knowledge, Skills & Abilities

Education/Certification Requirements

- Must be 18 years or older.
- Minimum of AA degree in accounting or bookkeeping. Bachelor's degree in accounting or related field preferred.
- Infant/Child & Adult CPR, First Aid, HIV/Blood-borne Pathogens certifications.

Skills and Experience

- Experience with independent schools preferred.
- Minimum of two years' relevant accounting experience in a nonprofit organization or school.
- Strong knowledge of generally accepted accounting principles.
- Extensive experience with data entry, record keeping, and computer operation.
- Proficiency in accounting software (e.g., Sage, QuickBooks) and Microsoft Office.
- Familiarity with Blackbaud (tuition management), CampBrain (auxiliary program registration software), and Raiser's Edge NXT (development software) desired.
- Familiarity with database applications, internet research, and other necessary computer and technology applications required.

Essence of the Job

Essential Functions

- Ability to work successfully in a collaborative team relationship.
- Be organized, attentive to details, able to multi-task, and a careful observer.
- Maintain confidentiality.
- Maintain a calm demeanor in a busy, highly flexible environment.
- Understand and execute verbal and written instructions, policies, and procedures and implement them with a degree of independence.
- Achieve and maintain positive relationships with students, staff, and parents.
- Use tact, courtesy, and good judgment.
- Demonstrate strong time management skills.
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements.
- Model and monitor appropriate student behaviors and communication skills.

Work Environment

- Must remain flexible to meet the immediate needs of students, staff, and school.
- Must be able to handle multiple tasks simultaneously and prioritize.
- May experience frequent interruptions.
- May occasionally deal with distraught or difficult students or parents.
- May occasionally be outside in all weather conditions.
- Physical demands: May occasionally lift and/or move up to 30 pounds. Demonstrates fine hand manipulation (keyboarding).

- Capable of expressing, instructing, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Must possess acceptable hearing and visual capabilities, to determine the accuracy, neatness, and thoroughness of the work assigned, and to monitor the environment and children's well-being.
- Is able to fully participate in activities.
- Mental and emotional demands: Communicates with colleagues and parents under stressful conditions. Coordinates well with coworkers, verbally and nonverbally. Displays a positive attitude.

Upon Hire

- Complete an Employment Eligibility Form and submit documentation for review.
- Pass a nationwide criminal history check.
- Provide documentation of a negative FDA-approved TB test within the last 12 months.

Job Classification:	Staff	Supervisor:	Controller
Employment Status:	Full-Time, Non-Exempt	Work Schedule:	12 Month Employee, Days
Compensation:	\$26 - \$35 hourly	Start Date:	May 2025

Acknowledgment:

I have read this Job Description and understand the duties, requirements, characteristics, and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____