



ACADEMICAWEST

BOOKKEEPER

Academica West, an established charter school management company located in Kaysville, Utah, is now accepting applications for a part time Bookkeeper to work with charter schools contracted with Academica West in a variety of capacities. Duties associated with this position include, but are not limited to:

- Preparation and Review of invoice payments in the Accounts Payable cycle
- Process reimbursement and check requests
- Ensure compliance with purchasing and disbursement policies and procedures
- Responsible for monthly accurate and timely completion of reconciliations
- Prepare and enter Journal Entries
- Provide customer service functions in the areas of accounts payable with school secretarial staff
- Respond to vendor inquiries
- 1099 maintenance
- Assist in maintaining up-to-date accounting records
- Communicate effectively within the organization
- Other duties and special projects as assigned

Associate's Degree preferred and ideally would be working to obtain a Bachelor's Degree in Accounting or Finance. Qualified candidates should have experience with accounting systems and payable processes. Preference will be given to candidates with Intacct software experience. Proficiency using Microsoft applications and professional demeanor are essential for this position, as are exceptional communication skills. Candidates should be able to work well in a collaborative team environment. Preferred candidates will also have the ability to work independently and with little supervision.

Pay will be dependent upon experience and credentials. Position will be part time.

Interested and qualified candidates should email a resume to careers@academicawest.com.

Academica West is an Equal Opportunity Employer.