

## IMMEDIATE OPENING TEACHING POSITION

**Redeemer Christian School**, a private, classical and Christian school in Mesa, Arizona, accredited by Christian Schools International seeks a

### **PART-TIME BOOKKEEPER**

Redeemer Christian School serves Christian families in a Christ-centered environment to equip students for a life of learning and service to honor God.

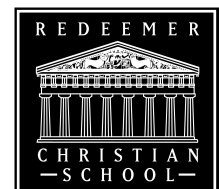
Qualified applicants have the necessary experience, a Christian testimony, upstanding character, and a love to serve Christian families. We are looking for the following in our candidate:

- Experience in Quickbooks Online
- Recording and tracking financial transactions, Posting debits and credits, Producing invoices and paying school bills, reconciling postings across systems
- Tracking scholarship payments
- Creating Financial reports in Quickbooks and Excel, etc.
- Maintaining and balancing subsidiaries, general ledgers, and historical accounts
- Computer literacy: online forms, merge mail, interfacing with school's online parent-student management system, Sycamore.
- Completing payroll, HSA assignments, insurance/pension payments
- Assess fees to family accounts (late fees, field trip fees, etc.)
- Record payments to student accounts (lunch, field trip, others.)
- Tuition collection tracking and communication

**START DATE:** Start date is immediate. Salary is commensurate upon educational level and experience.

#### **FOR INFORMATION AND TO APPLY:**

Email resume and cover letter to Dr. Denise Monroe,  
principal@redeemerchristianschool.org, or  
phone the school for more information, 480-962-5003.



Redeemer Christian School  
719 N Stapley Drive  
Mesa, AZ 85203

To learn about our school's 38-year tradition of Christ-centered education to Christian families. go to [www.redeemerchristianschool.org](http://www.redeemerchristianschool.org).