



Job Title: Bookkeeper

Location: Edinburg, TX

Department: Administration

Who We Are:

The Upper Valley Montessori Society known as The Discovery School was founded in 1973 and strives to provide a unique, child-centered, quality education allowing the child to develop a love of learning based on the philosophy and method of Dr. Maria Montessori, which professes to “Follow the Child”. The ultimate objective of The Discovery School is to develop responsible, self-confident members of society who are respectful of themselves and others, who will develop a positive approach to life and contribute to their community. The Discovery School is chartered as a non-profit 501(c)3 tax-exempt Texas educational corporation, governed by a set of Bylaws and a Board of Directors.

The Opportunity:

The Bookkeeper will be a key part of the administrative team to help oversee the school’s financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. The Bookkeeper will accurately record all day-to-day financial transactions, perform daily accounting tasks such as monthly financial reporting, accounts payable/receivable activities, draft budgets, and record payments and adjustments. This position will be responsible for tracking revenue, expenses, and taxes, as well as producing financial reports as requested by the School Director.

This position will work collaboratively with the School Director and Board of Directors and must be organized, collaborative, goal-oriented, solutions-oriented, flexible, and have superior problem-solving skills. This position will report to and receive functional direction from the School Director.

Duties and Responsibilities:

- Prepare accounting records by compiling and analyzing account information
- Reconcile company's financial accounts on a monthly basis to help ensure accuracy of financial statements
- Generate tuition invoices on a monthly basis; track and collect overdue amounts
- Record day-to-day financial transactions and complete the posting process
- Lead the school’s payroll process in partnership with third party vendor
- Verify that transactions are recorded accurately and timely in the general ledger
- Prepare tax returns for businesses and individuals
- Partner with CPA to create and analyze financial reports and ensure legal requirements compliance

- Enter data, maintain accurate records for all customers and vendors, and create reports as requested
- Process accounts receivable/payable in a timely manner
- Ensure compliance with federal, state, and local legal requirements
- Assist with other financial activities as needed

Duties, responsibilities, and activities may change or new ones may be assigned at any time.

Qualifications:

- Bachelor's degree in accounting, business, or related field
- Proven bookkeeping experience with outstanding data entry skills
- Strong working knowledge of accounting principles, financial statements, and accounting systems
- Proficient in Microsoft Office (Word, Outlook), with advanced Microsoft Excel skills
- Strong working knowledge of QuickBooks; experience with other tax preparation and accounting software
- Valid driver's license with maintenance of good driving record and an automobile that is insured in accordance with the state
- Possess impeccable integrity and personal and professional values
- Comply with the school's policies and procedures at all times

Competencies:

- Must be able to work independently and collaborate with a team
- Strong analytical and problem-solving skills
- Proactive at identifying, addressing, and solving issues in real time
- Energetic self-starter and highly organized with a strong attention to detail and accuracy
- Strong organizational, verbal, and written communication skills
- Strong interpersonal skills including the ability to interact with individuals from diverse backgrounds and to handle confidential matters and sensitive information with discretion and judgment
- Ability to communicate effectively and build relationships with personnel at all levels of an organization

FLSA Classification: This is a nonexempt, part-time position.

The Discovery School is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in our work and staff. We strongly encourage people from all groups and communities to apply.