

Job Description – Bookkeeper

Location: Houston Academy, Dothan, AL

Job Type: Part-Time (1-2 Days Week, to start, eventually moving to Full-Time)

Reports To: Head of School / Director of Finance

Salary: Commensurate with experience

Houston Academy is a private, college preparatory educational institution committed to academic excellence and student development. Our staff is dedicated, collaborative, and focused on providing a nurturing environment for our students and families. We are currently seeking a **Bookkeeper** to manage daily financial operations.

The Bookkeeper is responsible for overseeing the school's day-to-day financial transactions. This includes processing tuition payments, managing vendor accounts, assisting with monthly reconciliations, and supporting overall fiscal accuracy. The ideal candidate will have a strong background in bookkeeping, excellent attention to detail, and experience working in a school or nonprofit environment.

Key responsibilities include:

Accounts Receivable (AR):

- Process and post tuition and fees from families
- Maintain accurate billing records for student accounts
- Communicate with families about invoices, payments, and overdue balances
- Coordinate closely with the Admissions or Enrollment Office for new or changing student records

Accounts Payable (AP):

- Receive and enter vendor invoices into accounting software
- Prepare and process weekly payments (checks, ACH, etc.)
- Reconcile vendor statements and resolve discrepancies
- Maintain vendor files, contracts, and W-9s

General Bookkeeping:

- Record all financial transactions accurately in Great Plains Dynamics and FACTS Management
- Reconcile bank and credit card statements monthly
- Assist in preparing financial reports for administration and board meetings
- Support audits and year-end tax preparation in collaboration with external accountant
- Maintain organized and confidential financial records

Required Qualifications

- 2–3+ years of **bookkeeping or accounting experience**
- Proficiency in Microsoft Excel, and Microsoft Word
- Solid understanding of basic accounting principles
- Strong attention to detail and organizational skills
- Ability to manage time effectively across multiple priorities
- High level of integrity and discretion when handling financial data

Preferred Qualifications

- Experience working in a **private school** or **nonprofit** setting
- Knowledge of tuition management systems (e.g., FACTS)
- Bachelor's degree in Accounting, Finance, or related field

Schedule & Work Details

- **Part-time, with opportunity to move to Full-time**
- **1-2 days per week beginning January 5, 2026**
- On-site position at the school campus
- Flexible hours available within school operating hours
- Follows school calendar (Administrative, 12-month employee)

Benefits

- Supportive and mission-driven work environment
- School holidays and breaks
- Opportunity to make a meaningful impact in education
- Flexible schedule and professional growth potential

INFORMATION

Houston Academy is a member of the National Association of Independent Schools, the Southern Association of Independent Schools, and the Alabama Independent School Association.

Houston Academy is an Equal Opportunity Employer. It strives to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, sex, religion, national origin, age, sexual orientation, handicap or disability in accordance with applicable federal and state laws. It is the intent and resolve of

Houston Academy to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. This equal opportunity policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, compensation and training.

For more information, please visit our website at www.houstonacademy.com and our Facebook page.

How to Apply

Please send your **resume** and a **brief cover letter** describing your relevant experience to:

thorntond@houstonacademy.com.