NORTH STAR CHARTER SCHOOL

Job Description | Full-Time Bookkeeper

Location: Eagle, Idaho | Supporting K–8 and High School campuses

Position Type: Full-Time Employee | Reports To: Chief Financial Officer (CFO)

Position Summary

The Full-Time Bookkeeper manages daily bookkeeping and transaction processing for North Star Charter School, maintains accurate financial records in Skyward, and supports the CFO with reconciliations, financial reporting, payroll review, and audit readiness.

Primary Duties and Responsibilities

Accounts Payable &Vendor Management

- Process accounts payable and vendor invoices weekly; verify validity,
- account/fund coding, supporting documentation, budget availability as
- applicable, and required approvals before payment.
- Prepare payment batches and cash disbursement packages for authorized
- approval; monitor due dates, avoid duplicate payments, and resolve vendor
- discrepancies.
- Maintain vendor records, W-9 forms, tax-exempt documentation, and
- payment histories; reconcile vendor statements and support applicable year-
- end 1099 preparation.

Payroll Pre-Check & Payroll Accounting

- Collect and review employee timesheets, leave, stipends, supplemental pay,
- and payroll adjustments before each payroll run; follow up on missing or
- unapproved items.
- Run and review Skyward reports for unsubmitted timesheet weeks and
- timesheet weeks waiting for approval; coordinate corrections and approvals
- before payroll deadlines.
- Reconcile payroll postings, deductions, benefits, and payroll liability accounts;
- coordinate with the CFO and HR on discrepancies. Final payroll approval
- remains with authorized school leadership.

Purchasing Cards, Receipts & Cash Management

- Reconcile purchasing-card transactions and monthly statements; obtain receipts, verify coding and approvals, and investigate missing documentation or unusual charges.
- Record and deposit cash receipts, checks, fees, fundraising proceeds, athletic receipts, and other school collections promptly and accurately in Skyward.
- Manage all school cash boxes, including gate fees and concessions: issue and retrieve boxes, verify starting cash, document dual counts where practicable, reconcile collections, and secure funds.
- Reconcile collections and settlement payouts from school payment portals to Skyward and bank deposits, including merchant fees, refunds, chargebacks, and timing differences.

General Ledger, Reconciliations & Close

- Maintain accurate Skyward general ledger entries, account classifications, fund coding, and supporting documentation; prepare journal entries and corrections for CFO review as required.
- Perform monthly bank, credit card, cash, accounts receivable, accounts payable, payroll liability, and other applicable balance sheet reconciliations; research and resolve differences.
- Manage monthly and fiscal year-end close checklists, accruals, prepaid expenses, outstanding items, and supporting schedules; prepare financial statements and budget-to-actual reports for CFO review.
- Monitor receivables, unapplied payments, outstanding school fees, and aged vendor balances; coordinate follow-up and corrections.

Compliance, Audit & Financial Operations

- Maintain complete, organized digital records and audit trails; support annual financial audits with schedules, reconciliations, and requested documentation.
- Track grant-funded, restricted, and school activity transactions using appropriate account/fund coding; assist with required reports under CFO direction.
- Follow school purchasing, cash handling, record-retention, and state/federal financial procedures; identify opportunities to strengthen internal controls and segregation of duties.
- Support Skyward configuration and workflow improvements, payment portal procedures, and documentation of recurring accounting processes.
- Respond to routine staff and vendor inquiries, research transactions, and provide other bookkeeping and administrative accounting support to the CFO.

Qualifications

- Experience in full-cycle bookkeeping, accounts payable, bank reconciliations, general ledger accounting, and monthly close.
- Proficiency with accounting software and spreadsheets; Skyward experience preferred and comfort working across multiple online payment portals required.
- Strong organization, accuracy, confidentiality, customer service, and ability to manage recurring deadlines independently.
- School, nonprofit, grant, or fund accounting experience preferred; familiarity with Idaho public charter school financial practices is a plus.

Reporting & Internal Controls

The Bookkeeper performs transaction entry and reconciliation but does not independently authorize their own payments, payroll, journal adjustments requiring approval, or write-offs. The CFO or other designated approver reviews and authorizes transactions in accordance with school policy. Cash counts, deposits, and reconciliation reviews should incorporate independent verification where feasible.

APPLICATION PROCESS:

Interested candidates should submit a cover letter, resume, and contact information for three professional references to Human Resources at hr@northstarcharter.org.

Interviews will be conducted on a rolling basis until the position is filled.