



School of Visual Concepts

Full-Charge Bookkeeper: Part-Time Employee Position

July 2019

About The School of Visual Concepts

The School of Visual Concepts (SVC) has been teaching Seattle-area professionals across a wide range of design and technology topics for more than 45 years. What distinguishes the School from its direct competitors is its commitment to bring students training from top industry pros, and to inject as much real-world knowledge and environment into the classroom as possible. At SVC, this teaching philosophy is advanced by a strong customer service, fairness, and value ethic. We don't just want our students to learn and develop job-ready skills and portfolios. We also want them to feel like they're part of a family at SVC that looks out for their well-being.

Our Mission

SVC exists to help people achieve financial and professional security by giving them timely and relevant knowledge to open the doors to new careers and better opportunities.

Position

This Full-Charge Bookkeeper position manages the day-to-day accounting and finance requirements of the school. Accounting competency, excellent organizational skills, and accuracy are critical qualifications for this position, as well as the ability to communicate clearly and provide courteous, sincere customer service to our students and instructors/staff. The ideal candidate for this position is attentive to detail and is a skilled polymath who is reliable, tech savvy, and able to balance utilizing critical thinking with following established procedures.

In addition to having technical bookkeeping skills, the ideal candidate also has deep experience implementing accounting practices; is comfortable dealing with complexity; is efficient at gathering, analyzing, and reporting financial results; and has an eye for trends and financial risks. This part-time, primarily in-office position is 20-30 hours per week, in a flexible, friendly environment.

Responsibilities

- In coordination with the School's administrative staff and reporting to the outsource CFO/CPA, SVC's bookkeeper will primarily be responsible for the full cycle of accounting duties, including but not limited to:
 - Data entry of monthly and daily bills and invoices; entering bank deposits; preparing for bank statement reconciliation; researching and solving payment discrepancies.
 - Responsible for accounting for Certificate Program Students, including creating invoices, responding to student account requests, and processing payments for students on a payment plan..
 - General ledger maintenance in QuickBooks Online: recording sales receipts and paying bills; tracking and classifying bank account balances, office expenses, cash receipts; tracking client/vendor agreements and invoicing.

- Credit card payment processing; issuing credits and refunds.
- Assist with compiling payroll and contractor payment data, including paid/sick time requests, ensuring all appropriate approvals have been received.
- Assisting other administrative staff with requests on student accounts and being the day-to-day point person to manage these requests.
- Assisting with maintaining fixed assets and depreciation schedules for accurate tax return and financial statement reporting.
- Retrieving and posting accounting data from third-party data sources (website administrative tools, credit card processing system, etc).
- Maintaining confidentiality of sensitive information; familiarity with digital security.
- Assistance with and familiarity with human resource practices and compliance.
- Benefits payments, maintaining files; support staff understanding of benefits as needed.
- Support the financial management of the school, improving its profitability through:
 - Assisting with creating efficient processes and procedures. Collect information as needed for periodic audits.
 - Assisting in monthly close and preliminary review of monthly financial statements, business operations budgets, and summary reports, and analyses for Directors and outsource CFO/CPA.
 - Comply with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements and best practices; filing reports; handling local, state, federal registrations, tax reporting, and licences; advising management on needed actions.

Experience & Key Competencies

- Bachelors of Accounting degree (or equivalent) from an accredited institution.
- Minimum 5 years' experience in the field (A/R, A/P, payroll, bank feeds, account reconciliations, accruals) with knowledge of best practices of accounting management and internal control systems and procedures.
- Proficiency in English; expertise of relevant software: QuickBooks Online, Gusto, Google GSuite, MS Excel. Ability to learn new technical systems.
- Ability to analyze and revise operating practices to improve efficiency. Ability to gather, monitor, and clearly communicate important data and information.
- Exceptional communication skills with SVC employees, SVC students and vendors, with superb attention to detail.
- Ability to self-manage without direct in-person supervision; comfort and ability utilizing remote communication platforms such as Zoom, Slack, and/or Google Drive to collaborate and work remotely with outsource CFO/CPA.
- Self-motivated and self-directed with excellent time management, organizational, and problem solving skills; ability to prioritize work and keep track of multiple projects.
- Comfortable working in a fast-paced office environment with the ability to be flexible and adaptable while maintaining a positive attitude.

Compensation/Work Environment

This is an on-site, hourly, part-time employment position. Hourly compensation DOE. This person is welcome to take one SVC class or workshop at no charge per quarter (on a space-available basis).

How to Apply

Send your resume and contact information, along with an email/letter of interest to Shay James, CPA. shayj@svcseattle.com