

Job Title: HR/Accounting/Bookkeeper

Company: Lake George Charter School

Location: Lake George, CO

Position Type: Full-time

Starting Salary Range: \$31,416 - \$41,424 based on years of experience

About Us:

Lake George Charter School is a small, thriving school nestled in the picturesque surroundings of Lake George, CO. As a PreK-12 grade charter school, we are dedicated to providing a nurturing and enriching learning environment for our students. Our commitment to excellence extends to every aspect of our operations, and we are seeking a diligent and resourceful individual to join our team as an HR/Accounting/Bookkeeper.

Responsibilities:

Human Resources:

- Oversee the hiring process, including drafting contracts and preparing offer letters for faculty and staff.
- Maintain personnel records and ensure compliance with employment regulations.
- Handle employee inquiries regarding benefits, policies, and procedures.
- Coordinate employee onboarding and orientation processes.

Accounting:

- Manage bill payments, ensuring accuracy and timeliness in financial transactions.
- Prepare and process invoices, expense reports, and reimbursements.
- Reconcile bank statements and maintain accurate financial records.
- Assist with budget preparation and monitor budgetary performance.
- Present reconciliations and budgets to the Finance Committee and at school board meetings.

Bookkeeping:

- Monitor and track timesheets, ensuring they are submitted on time and accurately recorded.

- Maintain substitute and absent forms, ensuring completion and accuracy, and process them through payroll.
- Proficiency in QuickBooks is essential for managing financial records and transactions.
- Provide support throughout the school, assisting staff with HR and accounting-related inquiries.

Requirements:

- A bachelor's degree in human resources, accounting, finance, or a related field is preferred.
- Previous experience in school HR, accounting, or bookkeeping roles is highly desirable.
- Strong organizational skills with meticulous attention to detail.
- Proficiency in QuickBooks and other relevant accounting software.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced educational environment.
- Strong problem-solving abilities and a proactive approach to tasks.

Benefits:

- Four-day school week
- Company-paid medical insurance offered
- Comprehensive benefits package including company-paid health insurance and paid time off.
- Opportunities for professional development and growth within the organization.
- A supportive and collaborative work environment dedicated to the success of our students and staff.

How to Apply:

To apply, please submit your resume and a cover letter outlining your qualifications and relevant experience to LGSchool@lgcsco.org