



Job Description

Position Title: Part-Time Bookkeeper & Financial Administrator

Reports To: Executive Director

Schedule: Part-Time (12–15 hours/week) | Hybrid / Flexible Schedule Options

Organization: Philips Academy of North Carolina

Annual Operating Budget: \$2.5 Million | Student Body: ~90 Students | Staff: ~25 Employees

Position Overview

Philips Academy is seeking an organized, detail-oriented, and reliable Part-Time Bookkeeper & Financial Administrator to manage daily financial operations, student tuition administration, and monthly reporting. As our school expands across two campuses, this role will be instrumental in tracking campus-specific and consolidated financial data to support decision-making for our leadership team, Finance Committee, and Board of Directors.

Key Responsibilities

Core Bookkeeping & Financial Operations

- Manage day-to-day accounts payable (A/P) and accounts receivable (A/R), ensuring timely payment of vendor invoices and proper expense classification.
- Track expenses separately by campus location as well as on a consolidated level.
- Perform monthly reconciliations for all bank accounts, credit cards, and petty cash accounts.
- Prepare monthly, quarterly, and annual financial statements (Balance Sheet, Statement of Activities/Income Statement, and Budget vs. Actual comparisons) for review by the Finance Committee and Board.
- Assist in preparing for annual audits or financial reviews with external CPAs.

Tuition Management & Financial Administration

- Oversee tuition billing, payment processing, and account tracking through our tuition management portal (e.g., Veracross).
- Track tuition balances, set up payment plans, and communicate professionally with families regarding account status and delinquent payments.

- Support the administration of financial aid awards and state grants (ESA+, Opportunity Scholarship).

Tax Compliance & Filing

- Prepare and submit required sales tax returns in accordance with state and local schedules.
- Review vendor files, collect Form W-9s, and prepare and file annual Form 1099s (1099-NEC / 1099-MISC) by federal deadlines.

Qualifications & Experience

- **Experience:** Minimum of 3–5 years of progressive bookkeeping or accounting experience. Knowledge of non-profit accounting.
- **Software Proficiency:** Strong proficiency in cloud accounting software (QuickBooks Online) and Excel. Experience with school management or tuition platforms (e.g., Veracross) is a plus.
- **Multi-Entity/Class Tracking:** Prior experience tracking departmental, grant, or multi-location/multi-campus budgets and expenses.
- **Tax Knowledge:** Familiarity with non-profit sales tax exemptions/returns and 1099 reporting regulations.
- **Communication:** Ability to present financial data clearly to non-financial stakeholders (Board members, committee members, and parents) with high discretion and confidentiality.

Work Environment & Schedule

- Flexible schedule within regular business hours (12–15 hours per week).
- Blend of on-site presence (at main campus) and remote flexibility, subject to agreement with leadership.

Compensation & Benefits

Pay Rate: \$28.00 – \$35.00 per hour (commensurate with experience)

How to Apply

Interested candidates should submit a resume and cover letter via email to:

Deborah Hofland

Executive Director, Philips Academy of North Carolina

Email: dhofland@philipsacademync.org

Location: 3115 Providence Rd, Charlotte, NC 28211

Applications will be reviewed on a rolling basis until the position is filled.