



Bookkeeper / Accounting Clerk - Accounts Receivable - Student Billing

Desert Christian Schools is seeking a bookkeeper to work at its main campus in the Business Office. This is a full-time, on-campus position with benefits and tuition discounts. Responsibilities will include all aspects of Accounts Receivable and assisting the Business Office manager with various accounting projects.

- Minimum two years of experience with bookkeeping and general ledger responsibilities and/or college equivalent.
- Must be experienced and proficient with Microsoft Excel, Word, Google Sheets, and Google Docs
- A basic understanding of general ledger and accounting terminology
- Good organizational and time management skills
- Good communication skills
- Positive attitude and eagerness to learn new things
- Ability to work independently in a fast-paced environment
- Ability to operate a 10-key calculator

Should you have any questions, please feel free to email Jan Hallam, Business Office Manager at jhallam@desertchristian.com.