



Bookkeeper / Accounting Clerk - Accounts Payable

Desert Christian Schools is seeking a bookkeeper to work at its main campus in the Business Office. This is a 12 month, full-time, hourly position. The hourly wage rate will be determined based on experience. This position includes benefits and tuition discounts. Responsibilities will include all aspects of Accounts Payable and assisting the Business Office Manager with various accounting projects.

An applicant must have the following:

- Minimum two years of experience with bookkeeping and general ledger responsibilities, preferably Accounts Payable.
- 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

Visit our website at desertchristian.com and complete an application today! Applications can be found under the *About Us* tab. Please submit your application and resume to Jan Hallam, Business Office Manager at jhallam@desertchristian.com.