



Job Description: Bookkeeper

GALS Overview

Girls Athletic Leadership Schools Denver is a network of public charter schools that currently consists of three schools; GALS Middle School, GALS High School, and The Boys School of Denver. GALS MS and HS currently serve close to 500 girls in 6th-12th grade and The Boys School serves close to 100 in 6th grade.

GALS is predicated on best practices in active learning and gender-based learning, and provides a college preparatory education in a supportive environment that fosters the academic mastery and personal development necessary for every student to become a powerful advocate for themselves and leader of their community. GALS provides an innovative and necessary educational option that incorporates health and wellness education to optimize academic achievement, and self-development for middle and high school-aged students. The school follows standards-based practices and classes incorporate an inquiry-based approach to learning, and frequent movement that supports an active-based pedagogy.

About the Position:

GALS is looking for a detail-oriented, excel-loving finance team member who will help support and continuously improve financial and bookkeeping systems across the three schools.

This position is open for a January/February start date.

Flexible hours are a possibility.

Key responsibilities include, but are not limited to:

Finance & Accounting

- Prepares timely financial statements, including statement of activities, fund balances, quarterly reports for DPS.
- Manages accounts payable (including credit card activity), and accounts receivable
- Maintains journal entries and reconciles monthly statements, accounts, inter-company (due-to and due-from) transfers
- Oversees front-office cash collection and bank deposits
- Regularly shares current school financials and budget updates for school website
- Works with development team to develop and monitor grant budgets and assist with other grant request activities as necessary
- With Finance Manager prepares schedules and financial data needed for the yearly audit and tax reporting
- Evaluates and makes a recommendation on accounting software systems and efficiencies related to finance and accounting
- Assists with processing and reporting of monthly payroll, PERA, PCOPS, 401K and 403B accounts
- Assists with federal fund budgeting including the CCSP grant, Title II, Title III as well as state funding for capital construction and ELPA funding
- Prepares documentation and submits for reimbursable grants
- Other duties as assigned

Budget

- Works with the Executive Director and Finance Manager to support the development and maintenance of multi-year financial forecasts to inform growth, strategic planning, and overall financial health of the organization
- Works with Heads of Schools and Finance Manager on systems for departmental budgets and financial decision making

Skills & Qualifications

- Bachelor's degree required, CPA or MBA preferred
- Previous financial management experience or accounting background
- High proficiency in Excel
- Experience with Abila Software & Quickbooks accounting software
- Experience in nonprofit/education industry and and/or knowledge of fund accounting
- Detail-oriented with exceptionally strong follow-up and follow-through skills, deadline oriented
- Ability to manage the ambiguity and multiple priorities given an entrepreneurial environment
- Strong organization and planning skills, with an ability to set up systems and processes to streamline accounting and finance functions
- Belief in charter schools, gender based schooling, and active pedagogy
- Team orientation and sense of humor

Application Process

Please send your resume to melissa.flores@galsdenver.org. Employee benefits include medical, dental, participation in PERA, and a paid time-off package.

EOE Statement

GALS is an equal opportunity employer. This means that GALS provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by federal, state or local law. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation, and training.