



April 2021

Bookkeeper Position

Afya Baltimore Inc. (ABI), a non-profit operator of public charter schools in Baltimore City, is seeking to hire a full-time bookkeeper to support its operations.

ABI's annual budget exceeds more than \$20 million and includes multiple entities, including two elementary/middle schools, enrolling over 1,500 students. ABI's mission focuses on health—the intellectual, social/emotional, and physical health of our students and school communities. Our organization's financial health is of paramount importance—the very foundation—to our current work and future sustainability. We are seeking to hire someone to support our efforts in this financial work.

Skills Required

ABI is seeking a candidate with both strong technical and interpersonal skills. The candidate must have expertise and experience using QuickBooks Online and be adept at using Microsoft Excel. Additionally, the candidate must be comfortable using different online banking and bill-paying platforms. ABI is also seeking someone with experience in the budgeting process, working with leaders and managers to identify priorities, create budgets, and manage the related reporting.

It is essential that the candidate has the skills to work independently, producing high quality work, frequently on a deadline, and with others. ABI values responsive, collaborative work and seeks an individual who can support managers and school leaders in their financial decision-making.

Responsibilities Include:

- Record day-to-day financial transactions and complete the posting process.
- Working with ABI Business Manager to reconcile sales taxes, payroll taxes, 401b, and bank accounts at the end of each month.
- Working with ABI Business Manager to monitor financial transactions and reports.
- Process accounts receivable and payable.
- Processing checks.
- Understanding ledgers.
- Work with an accountant when necessary.
- Participating in the organizational budgeting process.
- Supporting budgeting process.
- Supporting annual auditing/financial reporting.

Education and Work Experience:

- Minimum of an associate's degree in accounting or business management.
- At least two years of bookkeeping experience, preferable with a nonprofit.
- Knowledge of bookkeeping practices.
- Knowledge of generally accepted accounting principles and procedures.
- Knowledge of relevant legislation and regulatory requirements.
- Working knowledge of relevant computer applications.
- Knowledge of data management and financial data analysis.
- An associate degree in accounting, finance or business an advantage.
- Bookkeeping certification.

Salary and Compensation

ABI will offer a full-time salary at a competitive rate, commensurate with experience and skill level, health benefits, vacation/sick time, and access to a 403b for retirement planning and savings.

Contact Will McKenna, ABI Executive Director and Founder | wmckenna@abischools.org | 410.736.8980

Operating schools in Baltimore that teach children to live healthy, balanced lives: intellectually, socially/emotionally, and physically.

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