

## **Bookkeeper/Office Assistant**

### ***Tapestry Public Charter School - Clayton County***

The mission of Tapestry Public Charter School is to offer an inclusive, individualized learning environment that is academically engaging for both neurotypical students and those on the autism spectrum, and to create a positive school culture that empowers all students to take possession of their innate talents and become creative builders of their own futures.

Tapestry seeks a motivated individual with a strong propensity for detail and a commitment to providing excellent service to staff, parents, and students. Tapestry serves approximately 300 students in grades 6–12.

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- Work Schedule: Full Time, 11 month employee, 213 days
  - Hours: 8:00am to 4:00pm
  - Reports to: Principal
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### **Job Summary**

The Bookkeeper/Office Assistant is responsible for maintaining and monitoring financial and business records using Google Sheets, Excel, databases, and hard-copy files. This individual processes purchase orders; orders and tracks supplies; ensures accurate and timely payment of invoices; prepares and verifies payroll accuracy; maintains personnel and financial records; and supports general office functions as needed. This role requires strong attention to detail, confidentiality, and the ability to work collaboratively within a school environment.

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### **Essential Functions:**

*The following duties are representative of this position. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment. Additional duties may be required and assigned.*

- Support the mission, vision, and values of Tapestry Public Charter School.
- Assists with general office tasks, including answering phones, taking/delivering messages, sorting mail, and greeting/assisting visitors and parents.
- Maintains accurate financial records for funds collected for school clubs, teams, fundraisers, field trips, and other school activities; prepares and processes bank deposits.
- Work closely and maintain good working relationships with Tapestry's external vendors, including accountants, and HR vendors.
- Manages purchase requests, procurement, purchase order processing, tracking orders, receiving and distributing goods, inventory control, and recordkeeping.
- Process Invoices and ensures timely submission of all vendor paperwork

- Maintains familiarity with school budgets and assists with budget inquiries and report generation.
- Process Grant reimbursements and other state and district financial paperwork
- Follow policies and procedures related to staff and student confidentiality and records management.
- Maintain accurate staffing and personnel records, including both digital and hard-copy documentation.
- Prepares payroll documentation and ensures accuracy of employee pay, leave balances, and related documentation.
- Provides administrative support to the Principal, Assistant Principal, and Business Manager.
- Collaborates with administrative team members and provides backup support as needed.
- Maintains prompt, regular, in-person attendance during scheduled work hours and is available to work on-site during regular business hours or as needed.
- Performs other duties as assigned by the Principal or designee.

**Essential Qualifications:**

- High School diploma or GED required
- A minimum of three (3) years of clerical, bookkeeping, or secretarial experience required.

**Knowledge, Skills and Abilities:**

- Ability to work effectively and professionally with staff, vendors, students, and families.
- Proficiency with Google Workspace and Microsoft Office, especially Google Sheets and Excel.
- Knowledge of basic bookkeeping, business office operations, and standard accounting practices.
- Ability to handle confidential and sensitive information with discretion.
- Strong written and verbal communication skills.
- Ability to compose, prepare, and compile correspondence and reports.
- Ability to work independently with minimal supervision.
- Strong attention to detail and task orientation.
- Excellent organizational, time management, and customer service skills.
- Demonstrates a positive, solutions-focused, “can-do” attitude.

**Physical Demands:**

- Routine physical activity associated with normal office and school environment.
- May be required to lift up to 20 pounds.
- May be required to sit for extended periods.

**Benefits:**

- Participation in the Teachers Retirement System of Georgia (TRS).
- Employer-paid subsidy toward the first \$400 of school-sponsored health benefit plans.

- Access to health, dental, vision, life, and other voluntary benefits.
- Flexible Spending Account (FSA) options

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

## **Application Process**

To apply for this position, interested candidates should submit the following:

1. A cover letter summarizing interest, skills, and qualifications;
2. A current resume or curriculum vitae;
3. The names, email addresses, and telephone numbers of at least three professional references.

Please email application materials to Maria Kepler, Principal, at [jobs@tapestrycharter.org](mailto:jobs@tapestrycharter.org). Applications that do not include all required components may be considered incomplete.

**Application Deadline:** Open until filled.

## **Equal Employment Opportunity and Background Check**

Tapestry Public Charter School is an equal opportunity employer committed to building a diverse staff and encourages applications from persons of all backgrounds. Tapestry does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, or any other characteristic protected by applicable federal or state law in any employment practice.

Before hire, applicants must successfully complete a background investigation, which includes a criminal background check and any other checks as required by Georgia law and local Board policy.