



BOOKKEEPER (PT)

Educational Connections is currently hiring for a part-time bookkeeper position. Interested in education, but not in the nonprofit world? Looking to be a part of a growing, successful business? At Educational Connections Tutoring and Test Prep, you will be part of a fast-paced, small business while making a difference in the lives of thousands of children.

Main responsibilities:

- Bill clients monthly using Oases software
- Process new sales weekly
- Record sales in QuickBooks
- Process any refunds
- Scan checks for deposit
- Verify bank deposits online daily
- Report employee payroll
- Manage employee time off
- Manage employee 401k plan
- Manage employee health insurance program
- Manage A/R, update president every two weeks on outstanding A/R
- Pay bills, printing checks for president to sign on a weekly basis as they come due
- Create weekly cash flow projection
- Provide weekly cash flow, monthly P&L and Balance sheet, as well as other reports as requested by the president

We're looking for someone who:

- Is a committed
- Is an A-player
- Works efficiently
- Is solution-oriented
- Likes working with people

This position offers a flexible daytime schedule, roughly 20 hours per week.

Up for the challenge? Email your resume to erin@ectutoring.com. A cover letter is a big plus!

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