



St. James Episcopal Day School, a ministry of St. James Episcopal Church, is committed to developing each child's unique gifts by providing a strong foundation combining academic excellence and spiritual formation within a warm, loving, Christian community.

Bookkeeper

St. James Episcopal Day School, founded in 1948, is a private, Christian elementary and preschool located in historic downtown Baton Rouge, serving approximately 300 children ages 12 months through fifth grade. St. James Episcopal Day School is accredited by the Southwestern Association of Episcopal Schools and is a three-time National Blue Ribbon School. We seek to hire a part-time bookkeeper to maintain financial records and create and analyze financial reports.

Qualifications and Skills

The ideal candidate should:

- Hold a Bachelor's Degree in accounting, finance, or related field
- Have a minimum of three years of bookkeeping experience
- Possess deep understanding of accounting principles and apply best practices in accounting
- Pay attention to detail
- Prioritize confidentiality
- Communicate effectively verbally and in writing with all stakeholders
- Have hands on experience with spreadsheets and proprietary software
- Demonstrate organizational skills with a keen attention to detail
- Develop and maintain rapport with students, parents, and staff
- Demonstrate the character qualities of professionalism, positivity, enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- If not an Episcopalian, the candidate must be willing to support the tenets of the Episcopal faith
- Complete diocesan required background check and Safeguarding God's People training

Bookkeeper Job Responsibilities

- Support the mission of the school
- Document financial transaction details and monitor transactions
- Process accounts receivable and accounts payable
- Manage student billing through the Student Information System FACTS portal
- Enter data and maintain records
- Ensure accounts are up to date and accurate
- Prepare and provide financial reports
- Reconcile balances in a timely manner
- Work collaboratively with school administration, church administration, Board treasurer, and the St. James accountant
- Respond to emails within 24 hours
- Reflect on practices
- Demonstrate professional, ethical, and responsible behavior
- Perform other duties as assigned

The position is a part time or full time, twelve-month position beginning on July 1, 2026. The bookkeeper reports directly to the Head of School.

Interested applicants should submit a **letter of intent and resume** to Bridget Henderson at BHenderson@StJamesEDS.org.

St. James Episcopal Day School provides equal employment opportunities to employees and applicants without regard to race, color, religion, sex, gender, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.