



Office Manager & Bookkeeper

Reports to: Executive Director

Who We Are:

The South Saint Paul Educational Foundation was established in 1984 to provide an innovative source of public-school funding to support the South Saint Paul public school's educational plan. Such initiatives provide programs, scholarships, and alumni support. The funds provided by the Foundation directly benefit students and staff and enhance educational opportunities.

Job Description:

The Office Manager & Bookkeeper oversees financial aspects of the South Saint Paul Educational Foundation, including general accounting systems, scholarship reporting, scholarship allocation, and maintenance of fiscal controls and standards. The Office Manager & Bookkeeper serves as the initial contact with financial institutions and provides accurate and timely financial information to the Executive Director, members of the Board of Directors, accountants, and auditors.

Responsibilities:

Office Duties

- Answer phones, greet visitors and monitor office activity.
- Work with District Office and school employees as needed.
- Assist with special events (running lists, RSVPs, catering, day of set ups and financial reporting, etc.). Events include the Gala, Walkathon, and Retired teachers event.
- Maintain a professional work environment.

Bookkeeping

- Regulate, supervise, and implement a timely, full, and accurate set of accounting records.
- Prepare bank deposits.
- Prepare and print gift acknowledgments.
- Remit monthly liability payments (MN tax, withholding; IRA; health/dental insurance and others as needed).
- Scholarship tracking and cost-allocation.
- Accounts payable/receivable.

Internal Controls

- Implement continuous financial audit and control systems to monitor the flow of funds, the adherence to the budget, expenditures, income, and other budgetary items.
- Work with Foundation accountant regarding financial records.

Reporting

- Regularly prepare and present financial statements and analysis of foundation financial status to the Executive Director, Finance Committee, and Board of Directors.
- Prepare and submit scholarship reports.
- Create quarterly financial reports & Board meeting materials and minutes for the Board & Executive Director.
- Prepare for yearly audit.

What We're Looking For:**Requirements:**

- Bachelor's degree in accounting or business; two years+ of experience, or an equivalent combination of education and experience.
- Proficiency with QuickBooks and Microsoft office suite products.
- Experience working in Customer Relationship Management software.
- Highly organized and detail oriented.
- Interpersonal skills and ability to remain calm and pleasant under pressure and deal effectively with interruptions.
- Someone who thrives as a part of a small and hard-working team.

Preferred:

- Experience working with nonprofits.
- Understanding of labor and employment laws.
- Understanding of practices, techniques, and procedures used in nonprofit accounting.
- Experience in financial management and human services and systems is desirable.

What We Offer:

- Salary \$47,840 to \$57,200 (commensurate with qualifications, eligible for performance raises)
- 12 Paid Holidays
- Paid time off
- Retirement Plan Match 3%
- Dental and Vision
- Short- and Long-term Disability

To Apply:

Please send a cover letter and resume to Beth Skwira at bskwira@sspps.org no later than June 18, 2026