



## Lutheran High School

*Nurturing academic excellence, Encouraging growth in Christ*

11249 Newlin Gulch Blvd • Parker, CO 80134 • LHSParker.org

### **POSITION SUMMARY** *Bookkeeper*

**Employment Term:** 2026-2027 School Year - Paid training in May/June 2026

**Part-time position:** 29 hours per week for 52 weeks beginning July 1, 2026

**Benefits:** CLHSA offers numerous benefits for this position including:

- Disability & life insurance
- Retirement match & 100% employer-funded pension
- PTO

**Salary Range:** \$25-\$35 an hour

**Application Deadline:** Applications accepted on an ongoing basis

**FLSA Classification:** Non-Exempt

**Bookkeeping experience required. A minimum of an Associate's degree in accounting and/or bookkeeping certification is preferred.**

### **JOB DESCRIPTION & REQUIREMENTS**

#### *Faith Attributes*

**The candidate must be “Scripturally Grounded & Defined” and display:**

- **A Heart for Jesus Christ:** *For I resolved to know nothing while I was with you except Jesus Christ and him crucified. (I Corinthians 2:2)*
- **Personal Character:** *In everything, set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us. (Titus 2:7-8)*

- **Astuteness for Task:** *Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it? (Luke 14:28)*
- **Passion for Excellence:** *Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. (Colossians 3:23-24)*

### ***Role & Responsibilities***

**The Bookkeeper will report to the Executive Director and the Controller. He/she will primarily focus on the following areas:**

Input invoices into QuickBooks
Input all checks into QuickBooks
Write vendor checks from approved bill pay list
Communicate with vendors
Upload check field into Chase fraud prevention
Input RAMP credit card charges into QuickBooks weekly
Reconcile and pay RAMP statements
Process cash in office (lunches, deposits, coins, cash requests)
Process check requests from staff
Make bank deposits
Assign & track PO numbers
Gather "Certificates of Insurance" for special off campus trips or events
Write stipend checks for off off-campus personnel
Collect certificates of insurance from vendors
Request 1099 forms from vendors
Assist Controller with annual audit

## ***Qualifications, Skills, & Abilities***

**The Bookkeeper will be expected to have the following personal characteristics:**

- Knowledge of Excel and Google spreadsheets
- Knowledge of Quickbooks or similar accounting software
- Ability to learn the FACTS tuition management software
- Ability to learn the integration of FACTS with Quickbooks
- Skill in handling vendor email and making related phone calls
- Ability to think critically and respect confidentiality
- Organized and detail oriented
- Works well under pressure and can manage various deadlines
- Embraces the ministry aspect of service

**He/she will need to possess the ability to:**

- Listen carefully, learn quickly, and work effectively in a complex organization
- Display clarity, crispness and effectiveness in written and oral presentation
- Work collaboratively with colleagues across different offices and administrative positions
- Bring out the best in people and yield pride, ownership and a sense of team effort

# Lutheran High School

The Colorado Lutheran High School Association is the consolidation of Denver Lutheran (1955) and Lutheran High School Parker (2000).

Nurturing academic excellence, encouraging growth in Christ

## Core Values



Highly relational



Rooted in Scripture



Talented teachers

## We pursue:

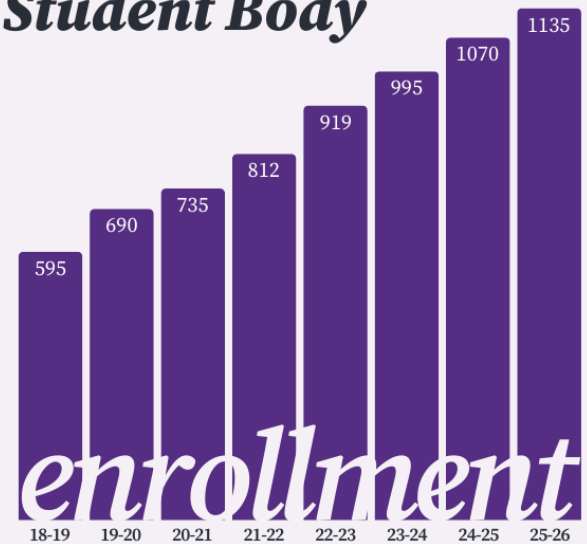
- Community service & outreach
- Excellent performing arts program
- Dominant athletics programs
- Partnerships with other ministries

## Annual Budget

\$13 mil  
operating  
budget

\$650k  
athletics  
budget

## Student Body



12% Lutheran | 10% unchurched

We exist to serve the community and create transformational ministry opportunities.



## Governance Structure

Policy-based governance

