



## **Bookkeeper – Part Time**

Kentucky Wesleyan College, a private, liberal arts college with a long-standing reputation for quality and academic excellence, invites applications for a part-time Bookkeeper. This role will support our Business Office in essential financial, accounting, and budgetary functions by performing a variety of administrative duties.

### **Major Responsibilities**

- Assists with updating, maintaining, storing, and retrieving a variety of information in electronic as well as paper forms.
- Performs data entry.
- Prepares and processes journal entries.
- Assists with the reconciliation of accounts.
- Reviews accounting records for accuracy and completeness.
- Transports deposits from the College to the bank
- Assist with various aspects of the budgeting process throughout the year.
- With the Director of Accounting, prepares and submits tax forms as requested.
- Assists the Director of Student Accounts/Bursar with the distribution of current and former student statements.
- Serves as a backup for Accounts Payable as needed, including distributing credit cards, fleet car keys, and purchase orders as well as processing AP checks if necessary.
- Working on special projects as assigned.
- Assumes other duties and responsibilities as directed by the supervisor.

### **Minimum Qualifications**

- At least two years of previous experience in an office setting or support position.
- High level of proficiency in Excel and a working knowledge of other MS Office software.
- Must be well organized and detail oriented.
- Able to work independently and on multiple tasks amid interruptions.
- Able to handle sensitive information with discretion and in a confidential manner.
- Valid driver's license and driving record acceptable to College insurance provider.

### **Preferred Qualifications**

- Two years of experience in an accounting and/or bookkeeping role.
- Previous experience with Microsoft Dynamics GP or similar accounting software
- Associate's degree in accounting, business, or a related field.

This position is part time and will be paid on an hourly basis. The anticipated wage range for this position is \$15 to \$20 per hour, with an expected schedule of 21-29 hours per week.

## **Application Process**

To apply, please complete the online application at <https://kwc.edu/application-for-employment/>. As part of the online application, please attach a file that contains a cover letter, current resume, and contact information for three professional references. Applications will be accepted until the position is filled.

An official transcript for the highest degree awarded will be required of the hired candidate, as will a background check. The College will not sponsor applicants for work visas.

Kentucky Wesleyan College is an equal opportunity employer and is committed to attracting qualified candidates from underrepresented groups.

## **Additional Information**

### *About Kentucky Wesleyan College*

Kentucky Wesleyan College is a private, four-year liberal arts institution located in the vibrant city of Owensboro. A United Methodist-related college founded in 1858, Wesleyan is known for excellence in academics and a superior residential experience. Kentucky Wesleyan College has been consistently ranked by U.S. News & World Report as one of the Best Regional Colleges in the South and one of the Top Performers in Social Mobility in the South. The Princeton Review has also recognized KWC as a “Best in the Southeast” college for several consecutive years.

Kentucky Wesleyan students can choose from 29 majors and 13 pre-professional programs. Classes have a 13-to-1 student-faculty ratio, and 88 percent of the faculty have a Ph.D. or terminal degree. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

The Kentucky Wesleyan Panthers compete in NCAA Division II and are charter members of the Great Midwest Athletic Conference. Athletic teams include baseball, basketball, football, golf, soccer, softball, tennis, volleyball, and wrestling.

The College employs approximately 200 faculty and staff who work together on a single campus. Kentucky Wesleyan provides a challenging and supportive academic experience for students and a positive and stimulating work environment for employees.

A hallmark of the Kentucky Wesleyan experience includes “The Wesleyan Way” which guides our community:

- We do everything with honor.
- We always support each other.
- We will compete with integrity.
- We love each other in Christ.

Kentucky Wesleyan College values the unique contributions of all members of our campus community. As part of our mission to prepare future leaders intellectually, spiritually, and physically, we strive to provide an atmosphere that encourages and challenges all members of the Kentucky Wesleyan College campus community to exhibit an understanding and appreciation of cultural and human differences. We are committed to being a community that reflects the diversity of our larger society. We expect all members of our institution to actively create and maintain an inclusive learning and living environment that embraces diversity in all forms, including race, ethnicity, gender, gender identity, socio-economic status, national origin, sexual orientation, disability, religion, and thought.

### *About Owensboro, KY*

Kentucky Wesleyan College is located in the hospitable city of Owensboro, Kentucky, a vibrant, beautiful, and safe city nestled on the banks of the Ohio River. Owensboro is small enough to promote a hometown atmosphere yet large enough to support many amenities usually only available in much larger cities. Daviess County is home to 110,000 residents and is easily accessible from metropolitan locations such as Louisville, KY; Nashville, TN; and St. Louis, MO.

Owensboro's revitalized downtown area features a state-of-the-art convention center, several new hotels, and a range of entertainment options with unique restaurants and shops. Twenty-five parks, totaling 953 acres, encircle the city, which hosts over 20 annual festivals – attracting visitors from throughout the region.

### *Suggested Websites*

Additional information about Kentucky Wesleyan, the KWC Panthers, and the Owensboro community may be found at:

- <https://www.kwc.edu/>
- <http://www.kwcpantthers.com/>
- <http://www.owensboro.org/>
- <https://edc.owensboro.com/>
- <https://visitowensboro.com/>