



**Position Title:** Accounting Specialist  
**FLSA Classification:** Full-time, Temporary – Non-Exempt, 100% FTE, 8-month schedule of duties  
**Reports To:** Chief Financial Officer

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

◆ Key Responsibilities:

- Enter financial data into accounting systems accurately
- Responsible for accounts payable/Credit Card Processing (detailed responsibilities below)
- Assist with accounts receivable tasks as needed
- Reconcile bank statements and account balances
- Maintain organized financial records and documentation
- Assist with month-end closing procedures
- Communicate with vendors and internal departments regarding transactions
- Produce financial analysis as requested

◆ Accounts Payable/Credit Card Processing:

- Weekly accounts payable processing, including proper coding, data entry of all invoices and reimbursements in Bill.com, and mailing, as needed
- Review, verify, and process vendor invoices and expense reports
- Match invoices with purchase orders and receiving documents
- Reconcile vendor statements and resolve discrepancies
- Maintain accurate accounts payable records and files
- Assist with month-end closing activities, as needed
- Communicate with vendors and internal departments regarding payments
- Ensure compliance with policies and accounting regulations
- Coordinate and process credit card receipts from employees; follow up as needed
- Prepare coding and data entry into the general ledger

◆ Coordinating with the Development Office:

- Reconciling with the Development Office on donations, fundraising and grants

◆ General/Reporting

- Maintains the confidentiality of sensitive financial and other data
- Produce reports and reconciliations for review by the Chief Financial Officer

◆ General Responsibilities

- Support and further the school's mission, vision, and values
- Actively engage in the life of the school and participate in related duties, as needed
- Ensure the safety and well-being of students

- Demonstrate respect towards all members of the school community, including students, parents, teachers, support staff, and administration
- Behave with dignity and respect, in accordance with school and community expectations
- Abide by school policies and procedures

◆ Other Responsibilities

- Cover the front desk, provide campus supervision, lunch distribution, and other duties as assigned

◆ Estimated Time Allocation (Subject to Change):

- 50% A/P and Credit Card Processing (end-to-end through GL entry)
- 35% GL Entry, review, and adjustments for prior periods (primarily revenue entries)
- 10% Ad Hoc Financial Analysis
- 5% Miscellaneous Other Responsibilities

◆ Other Considerations

- Start date Feb 1, 2026
- Hourly rate \$25-\$30 p/h

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree, preferably in Accounting or Finance
- Minimum of three years' experience in bookkeeping and/or accounting and finance
- Non-Profit/Independent School sector experience preferable
- Understanding of accounting theory with ability to research and resolve accounting application
- Requires solid knowledge and understanding of accounting principles
- Independent thinker, who is highly detail-oriented, well-organized, flexible, and a collaborative individual who enjoys working in a team-driven environment
- Able to multitask in a fast-paced, deadline-driven environment, while always maintaining a customer service focus
- Common sense, professional decorum, and clear and concise communication skills are critical due to regular interaction with parents, faculty, administrators, and business partners
- Experience working with QuickBooks and Bills.com is desired
- Expert level in Microsoft Office, especially Excel and Word
- Proficient in Google applications, including Google Sheets, Google Docs
- Experience in non-profit accounting and knowledge of related FASB requirements preferred
- Knowledge of non-profit reporting and tax filings preferred
- Knowledge of tax reporting related to vendor payments (i.e., 1099s)
- Experience with Blackbaud tuition modules is a plus



### **Physical Demands and Work Environment**

- View and operate a computer frequently and consistently, especially in regard to primary work functions.
- Travel safely and comfortably across campus for a variety of events and meetings.
- Physically able to assist, when necessary, with event setup and breakdown, including lifting up to 30 lbs.
- Work in standard office conditions and climate.
- Work in a highly stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.

**EQUAL OPPORTUNITY EMPLOYER:** *No person shall, on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability/handicap, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, harassment, or retaliation in the school's employment opportunities.*