Rolling Hills Preparatory School

Position Title: Accounting Specialist
FLSA Classification: Full-time, Non-Exempt, 100% FTE, 12-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

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- Other Responsibilities
  - Cover the front desk
  - Assist with campus supervision as needed
  - Take lunch orders and distribute as needed
  - 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 Nov. 30, 2026
  - Hourly rate $27-$32 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.*