

Business Associate – The Girls’ Middle School

Schedule: Full Time

FLSA status: Non-Exempt

Imagine a school where each day is alive with learning, creativity, and a spirit of adventure. The Girls’ Middle School is committed to progressive education and innovative programming, meeting the needs of a wide range of middle school students. Our project-based curriculum encourages creativity, problem solving, and independent thought. Attention to girls’ emotional and social growth develops self-knowledge and confidence as well as teamwork and leadership skills. Learn more about GMS: www.girlsms.org.

GMS celebrates all perspectives coming together in community. We want great associates with many differences, because we know diversity enriches us by bringing to GMS new experiences, views, and knowledge about the world.

Working at GMS

The Business Associate will support the Chief Business Officer and the Controller by performing a variety of financial support roles including: accounts receivable and payable transaction processes; weekly check deposits; credit card reconciliation; customer invoicing; and customer statement distribution. The Business Associate will also maintain financial files and transaction records. As a member of the Business team, this associate will partner with human resources to support employees as needed.

Primary Duties and Responsibilities

- Pay invoices by verifying transaction information; obtaining authorization of payment, scheduling and preparing disbursements.
- Record revenue by verifying transaction information; preparing and mailing invoices.
- Identify delinquent accounts and insufficient payments. Engage in collection activities as directed.
- Partner with the Advancement team to record donor pledges and gifts.
- Deposit checks and cash weekly and record transactions.
- Maintain accounting ledgers by posting account transactions.
- Resolve account discrepancies.
- Reconcile credit card accounts and gather itemized receipts.
- Maintain financial security by strict adherence to internal accounting controls.
- Maintain financial historical records by filing accounting documents.
- Support financial reporting and annual audit.
- Support human resources functions including onboarding and benefits enrollment and invoicing.

What We Look for in a Business Associate

- Bachelor’s degree or similar training/experience in accounting;
- Prior experience in a finance/accounting position with a non-profit or independent school preferred;
- Ability to positively engage partners and collaborate closely with onsite and remote team members and vendors;
- Proficiency with financial and accounting controls and procedures;
- Knowledge using QuickBooks or similar accounting software (QB desktop version preferred);
- Excellent spreadsheet skills and demonstrated analytical thinking ability;
- Dependable check and cash handling required;

- A willingness to take on responsibilities beyond those explicitly defined;
- Spanish language conversational fluency is a significant plus;
- The ability to demonstrate grace under pressure and creatively problem solve;
- Enthusiasm for the values and mission of The Girls' Middle School.