

Old Trail School

Old Trail School is a co-educational, nationally-recognized, Toddler thru Grade 8 independent school located in the Cuyahoga Valley National Park. The School offers a personal, nurturing and challenging program to students and families in a five-county region that emphasizes excellence in academics, athletics and the arts. As the only independent school in the United States inside of a national park, Old Trail values its commitment to sustainability and environmental stewardship. OTS students, faculty and staff live by the Core Values of Respect, Responsibility, Goodness and Service.

Old Trail School is an Equal Opportunity Employer, and all employment decisions are made without regard to religion, gender, race, color, national or ethnic origin, marital status, sexual orientation, physical challenge, or veteran status. This policy extends to all aspects of recruiting, hiring, promotion, training, compensation and benefits.

If you have questions or a grievance related to this policy, please contact Sarah Johnston, Head of School, at 330.666.1118 or mail to: Old Trail School, 2315 Ira Road, P.O. Box 827, Bath, Ohio 44210-0827.

POSITION: ACCOUNTS PAYABLE/PAYROLL SPECIALIST

START DATE: JANUARY 2022

REPORTS TO: CHIEF FINANCIAL OFFICER

CLASSIFICATION: FULL-TIME, EXEMPT; SALARIED WITH BENEFITS

COMPENSATION: COMPETITIVE WITH AREA INDEPENDENT SCHOOLS

Accounts Payable

- Oversee automated purchase order system
- Process purchase order requests
- Timely payment of invoices after approval verification
- Process check requests
- 1099 Reporting
- Maintain vendor files and electronic documentation
- Reconcile accounts payable to the general ledger
- Assist CFO/Controller with other tasks as needed

Payroll

- Semi-monthly processing of payroll using a payroll service
- Maintain payroll deductions as it relates to benefits and taxes
- Collection of timesheets for hourly employees
- Maintain personnel records in accordance with HR privacy laws
- Manage personnel data for government reporting
- Verification of benefit invoices and remittances as it relates to payroll

- Prepare post payroll journal entries

Requirements:

- 2+ years of Accounts Payable and Payroll experience
- High school diploma required, college courses in accounting preferred, college degree a plus
- Must have strong work ethics
- Must be well organized and a self-starter
- Detail oriented, professional attitude, reliable
- Possess strong organizational and time management skills
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Ability to communicate effectively verbally and in writing
- Ability to interact with employees and vendors in a professional manner
- Ability to work independently and with a team
- Proficient in Excel and Word, 10-key by touch, Blackbaud-FE NXT experience a plus

In addition to the primary responsibilities listed above and understanding that not all tasks involved with these responsibilities are itemized, the position is also required to perform any task assigned by the Controller or CFO on an “as needed” basis. The Accounts Payable/ Payroll Specialist may recognize the need, on occasion, to assist other personnel in the Business Office or the School, in the performance of their duties. It is expected that he/she will adhere to strict confidentiality, show initiative in problem solving, be of assistance to visitors to the Business Office, and contribute to the Business Office team and Old Trail School in a positive and proactive manner.

All applications should include a cover letter and resume. Please email to: Meeta Nosrati - mnosrati@oldtrail.org ; No phone calls please.