



Title: **Senior Staff Accountant**

Reports to: Business Manager

Job Classification: Exempt

Date: August 2024

Salisbury School is an all-boys private boarding school in New England's Litchfield County. Our campus is located on 725 acres in northwest Connecticut, and features two main academic buildings, ten residences and several state-of-the-art athletics and arts facilities. Our all-boys boarding school is located near New York, with less than a two-hour drive from the NYC metro area. Salisbury School is also within easy distance of Boston, Albany, Hartford, Greenwich, and other major population centers in the Northeast.

Position Summary

The Senior Staff Accountant is responsible for maintaining accurate financial records and ensuring compliance with accounting standards. We are seeking a highly organized and detail-oriented individual. The Senior Staff Accountant will work closely with faculty, staff, and vendors. An aspiring CPA can gain the necessary two-year work experience requirement as they will be supervised by the Business Manager who is a certified public accountant in the State of Connecticut.

Primary Role and Responsibilities

- Coordinate, review, enter and reconcile all accounts payable invoices, maintain vendor database, and issue payments and prepare vendor credit applications.
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Maintain 1099 vendor files for accuracy and up-to-date W-9 forms for preparing annual tax reporting.
- Prepare and maintain the purchase order function ensuring that proper procedures are followed.
- Prepare and file CT sales tax and escheat filings.
- Manage and reconcile school-issued credit cards, update accounts as needed and monitor transactions made against the accounts.
- Set up and maintain Amazon accounts for employees and reconcile weekly invoice.
- Manage fixed assets including monitoring and reconciling projects, maintaining fixed assets and depreciation records.
- Assist with month-end and year-end close process by preparing schedules and reconciliations.
- Process employees' paychecks by collecting payroll data and timesheets verifying employees' work hours and payment through the payroll system for both monthly and biweekly payrolls.
- Monitor and ensure that paid time off accruals are working properly in the time and attendance system for both exempt and non-exempt employees.
- Assist in the annual workers compensation audit and the school's retirement plan audit.

- Enter and reconcile payroll deductions and benefit premiums.
- Provide support in all areas of accounting and financial reporting as needed.

Minimum Qualifications Required

- Must be familiar with basic accounting practices and principles including general ledger functions and monthly closing.
- Ability to manage numerous tasks simultaneously with regular interruptions while maintaining a strong attention to detail.
- Knowledge and use of accounting software and strong computer skills with working knowledge of Microsoft Excel and Word.
- Familiarity with payroll software and wage and hour laws.
- High degree of accuracy and attention to detail with ability to meet deadlines.
- Confidentiality and respect for employee records.
- Self-starter with ability to take initiative and problem solve.
- Bachelor's degree in accounting or related field.

Additional Requirements

- Successful completion of post-offer criminal and credit background checks.
- Work is performed on a smoke and vape (nicotine and cannabis) free campus.

Salisbury School has retained CLA Search to spearhead our search efforts.

To apply, send resumes to Bob Pavao, Search Consultant, at robert.pavao@claconnect.com

Salisbury School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.