

**Staff Accountant
Job Announcement
2024-2025**

The Wesley School is seeking a Staff Accountant with excellent accounting and organizational skills. The Staff Accountant is responsible for general accounting, cash receipts, banking and billing. Degree preferred or equivalent accounting experience. Preference will be given to candidates with experience in an independent school environment. This position reports directly to the Director of Finance and Operations. This position is both hybrid and part-time.

The responsibilities of the Staff Accountant include, but are not limited to the list below:

Accounts Receivable

- Report required information for tuition refund insurance premiums in August of each year
- Invoice and record all incidental revenue in the G/L – enrichment, daycare, summer camp, etc.
- Reconcile Development activity monthly and issue the monthly reconciliation report

Other General Accounting

- Maintain fixed asset ledgers, recording additions, depreciation, and disposals; prepare fixed asset reports and posts entries to the general ledger
- Maintain Lease amortization schedules and record transactions and activity in the G/L
- Prepare the departmental budget reports

Banking and Treasury

- Record cash, checks, and ACH in the G/L
- Record and reconcile all investment & stock transactions including reconciliations

Billing

- Generate accurate invoices for customers on a monthly basis
- Contact accounts with past due amounts and arrange payment plans
- Ensure that payments are applied correctly and are monitored in a timely manner
- Manage and ensure the quality of data generated by automation
- Handle account inquiries regarding bills or payments
- Create Journal Entries as needed
- Record Petty Cash Activity
- Support the School and its leadership.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment: Sitting or standing for prolonged periods of time. Light to moderate lifting (up to 30 pounds). Specific vision abilities required by this job include close vision, ability to adjust focus, and sound hearing. The noise level in the work environment is usually moderate to loud. The ability to speak clearly and coherently is also required. Reaching, kneeling, pulling, pushing, bending, crawling, walking, running, jumping, writing, and keyboarding.

Hourly rate \$30 to \$45, depending on experience. Minimum of three years experience.

Interested candidates should send a cover letter and a current resume to hr@wesleyschool.org and include "Staff Accountant" in the subject line.

The Wesley School is an equal opportunity employer committed to providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, age, disability, national origin, gender identity, sexual orientation, marital status, ancestry, religion, and genetic information. Candidates of color and candidates from other groups traditionally underrepresented in independent schools are encouraged to apply.