



## **Staff Accountant**

**Job Status:** Full-Time

**Reports to:** Chief Financial Officer (CFO)

**Schedule:** Year Round

### **About the School:**

Founded in 1963 as a mission of St. Paul's Episcopal Church, St. Paul's currently serves over 500 toddler-eighth grade students in the heart of Kansas City, MO. With a dynamic, dedicated faculty and a supportive, inclusive community, we exist to develop confident learners, ethical leaders, and compassionate, engaged citizens.

**Purpose of the job:** The staff accountant, under the supervision of the CFO, is responsible for accounts payable, accounts receivable, payroll, reconciliations, and assisting with audits and financial statement preparation.

### **Major tasks & duties:**

- Manage the accounts payable and receivables processes for the school, including payment processing, the purchasing card program, and associated data entry.
- Assist CFO in annual audit preparation.
- Assist in monthly and year-end financial reporting.
- Provide monthly departmental budget reports and review with department leaders.
- Prepare general ledger reconciliations.
- Manage hourly and salaried payroll processing.
- Support the CFO with various projects and initiatives as assigned.
- Assist parents, internal staff, and vendors with any business office questions and customer support issues.

### **Minimum qualifications**

- Bachelor's degree in accounting or finance or extensive accounting and bookkeeping experience.
- 2 years of experience in an accounting or similar role
- Experience with Excel and Veracross, Paycor or similar financial and payroll systems.
- Experience working in a collaborative, team-oriented setting.

### **Physical demands**

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

Expected compensation between \$65 to 75K. St. Paul's provides generous benefits, including very generous tuition remission for children of faculty and staff.

Knuckleball Consulting is assisting St. Paul's in this search. Interested candidates should contact Mike Vachow at [mike.vachow@knuckleballconsulting.com](mailto:mike.vachow@knuckleballconsulting.com).

*This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.*

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