



West End Day School

Accounting & Business Office Support (Temporary-to-Permanent Possibility)

About West End Day School (WEDS)

West End Day School (WEDS) is [More Than A School](#) - it is a community of students, staff, and parents who have a shared vision. West End Day School (WEDS) is *More Than a School*—a community of students, staff, and families with a shared vision. A pioneer in social-emotional teaching, WEDS is a small, independent special education school in New York City serving 1st–8th graders.

We are striving to diversify our faculty and student body and encourage people of color and members of underrepresented groups to apply. WEDS is deeply committed to equity, inclusion, social justice, compassion, and non-violence, and we seek candidates who share this commitment. We celebrate differences and do not tolerate discrimination of any kind.

Position Overview

We are seeking an experienced accounting professional to provide in-person support for our Business Office during a staff leave. This is a temporary role with the possibility of evolving into a part-time or longer-term position. The role requires someone who is detail-oriented, organized, and comfortable working across multiple financial systems.

Key Responsibilities

- Prepare reconciliations for multiple school accounts, clearing accounts, and accounts receivable
- Produce monthly reconciliation and cash flow management reports
- Process accounts payable, pay bills, and coordinate with vendors

- Enter bi-monthly payroll and associated journal entries (taxes, 403(b), medical, flex spending, tuition remission, etc.)
- Review general ledger accounts to ensure accurate classification of transactions
- Deposit checks and manage routine banking transactions
- Track tuition payments and enrollment deposits via our tuition management system (Blackbaud) and follow up directly with families as needed
- Maintain accurate fiscal records related to afterschool programming and refunds
- Update and maintain customer, vendor, and employee information

Qualifications

- Prior accounting or bookkeeping experience required; nonprofit or school experience preferred
- Proficiency with QuickBooks and comfort learning other financial software (Blackbaud experience a plus)
- Strong organizational skills, attention to detail, and ability to manage multiple priorities
- Excellent communication and interpersonal skills
- Ability to work in person in person (some flexibility may be possible in the future)

Reporting Structure.

This position reports directly to the Head of School.

Compensation

This is an **hourly position** with a pay range of **\$30–\$75 per hour**, commensurate with experience, skills, and the scope of responsibilities the candidate is able to take on.

How to Apply

Please **reach out to Carrie Catapano, Head of School, at opportunities@westenddayschool.org** with your résumé and a brief note about your relevant

experience and availability. You may use the subject line: *Accounting & Business Office Support*.

Check Us Out

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