STAFF ACCOUNTANT

St. John's Episcopal School, a faith-based independent school in Rancho Santa Margarita for students two years old through eighth grade, is hiring a Staff Accountant to work in the Business Office.

Summary Description

The Business Office provides financial services and information for all the school's constituents, including parents and students, employees, vendors, and the School Committee. The Staff Accountant is a member of the Business Office and works closely with the Senior Accountant to maintain complete and accurate accounting records to enable prompt closing at each month and year end. The Staff Accountant also works closely with the Director of HR to process payroll ensuring that all employees are paid accurately and timely, in accordance with the School's payroll schedules.

Essential Functions/Tasks

Accounting

- Processing Accounts Payable and ensuring that all payments are made accurately and on a timely basis in accordance with the Business Office schedule and vendors' terms and conditions.
- Monitoring open purchase orders and communicating with budget holders to prevent any delays in payments.
- Identifying and accounting for prepayments and accrued expenses.
- Processing Accounts Receivable and ensuring that all sources of the School's income are recorded efficiently and accurately including student accounts and auxiliary sources of income (extended care, summer camp, facilities rentals and incidental billing to the Church).
- Inputting cash receipts promptly, efficiently and accurately.
- Processing Fixed Asset transactions promptly as directed.
- Preparation of sales tax filings for review by the CFO in accordance with deadlines.
- Preparation of journals in accordance with month and year end close schedules.

Payroll

- Processing payroll via Paycom on a semi-monthly basis as instructed by the Director of HR and ensuring that payments are timely, complete and accurate.
- Processing payroll changes promptly on notification from the Director of Human Resources.
- Completing all payroll reconciliations promptly after each pay run and ensuring that all variances from the approved budget are identified and reported.
- Other duties commensurate with this role as assigned.

Qualifications

- Bachelor's degree in business or accounting with a minimum of two years of relevant experience.

- Experience in not-for-profit accounting preferred.
- Sound knowledge of accounting policies, procedures and practices.
- Competence in MS Office applications.
- Knowledge and experience with accounting software and other information systems used by schools.
- Experience with Blackbaud Financial Edge or Veracross preferred.
- Ability to work with a high degree of accuracy and attention to detail.
- Commitment to maintaining and safeguarding confidential and sensitive information.
- Excellent interpersonal skills to maintain good relationships with the School's employees and vendors in a professional manner.
- Ability to work effectively as part of a small team.
- Service-oriented, flexible, and reliable to help the Business Office and other employees accomplish their essential tasks.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.

Physical Requirements and Work Environment:

- Visual acuity both near and far.
- Ability to work outdoors and in a climate-controlled environment.
- Ability to lift up to twenty (20) pounds.
- Ability to be mobile up to eight (8) hours per day.
- Stooping, bending, kneeling, standing, walking, reaching, grasping, pushing, and pulling.

Compensation

- Anticipated salary is $70,000.00 - $80,000.00, depending on education and experience.
- Full-time, Non-Exempt

Benefits

- Medical and dental insurance, with employee-only monthly premiums for certain plans paid fully by the school.
- Employer-paid life insurance
- Employer-paid pension plan, with full immediate vesting and limited match
- Vacation and health leave.
- Paid school holidays.
- Tuition remission for children of faculty/staff

How to Apply

All candidates must apply directly through the St. John's Career Opportunities web page. Applicants must complete an online application and include a resume with a cover letter. We encourage Applicants to provide other supporting documentation, such as copies of degrees, teaching credentials, special certifications, and letters of reference.