



Job Description: Senior Accountant

Position Overview

We are seeking a highly skilled and detail-oriented Senior Accountant to join our team. The ideal candidate will have a strong background in accounting, financial management, and a proven track record of success. Familiarity with Blackbaud software is a definite plus. The Senior Accountant will play a crucial role in the School's accounting operations, financial reporting, month-end and year-end close, reconciliations, payroll processing, audit preparation, and internal controls. The role also oversees human resources administration carried out by the Accounting Manager, including employee records, payroll support, benefits administration, onboarding, and HR reporting.

This is not an entry-level position. The successful candidate will bring meaningful accounting experience, a strong understanding of GAAP, and the ability to independently manage accounting responsibilities, identify and resolve issues, and improve processes. Experience in nonprofit, independent school, higher education, or another fund-accounting environment is strongly preferred.

Responsibilities

1. Financial Reporting

- Prepare accurate and timely financial statements, reports, and analyses.
- Ensure compliance with accounting principles, industry standards, and regulatory requirements.

2. General Ledger Management

- Oversee the general ledger and maintain accurate and up-to-date records.
- Perform regular reconciliations to ensure data integrity.

3. Accounts Payable and Receivable

- Supervise accounts payable and receivable processes.
- Ensure timely and accurate processing of invoices, payments, and receipts.

4. Audit and Compliance

- Coordinate and facilitate internal and external audits.
- Ensure compliance with relevant accounting standards and regulations.



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5. Team Leadership

- Lead and develop the accounting team, providing guidance and support.
- Foster a collaborative and efficient work environment.

6. Blackbaud Software Expertise

- Utilize Blackbaud software for financial management and reporting.
- Leverage the system to streamline processes and improve efficiency.

7. Human Resources

- Execute day-to-day HR administrative tasks under the oversight of the Senior Accountant and provide updates on progress, deadlines, and unresolved issues.
- Maintain accurate and up-to-date employee files, records, and documentation; protect the integrity and strict confidentiality of HR information.
- Perform periodic audits of HR files, collect missing documents, and upload and maintain records in the HR information system (HRIS).
- Answer routine questions from employees and applicants about standard policies, benefits, and hiring processes; refer complex or sensitive matters to the Senior Accountant for review and escalation to appropriate school leadership.
- Assist with payroll processing, respond to routine employee payroll questions, identify and help resolve discrepancies, and assist with W-2 preparation.
- Reconcile benefit invoices with payroll deductions and employee enrollment records for health, disability, and retirement plans; follow up with providers and vendors on discrepancies and submit reconciliations to the Senior Accountant for review.
- Coordinate onboarding and new hire orientation, including collection and filing of required employee documentation.
- Assist employees with benefits enrollment, qualifying life-event changes, and annual open enrollment; process related records and coordinate with benefits providers.
- Prepare routine HR reports, track administrative deadlines, and assemble documentation for HR audits and related projects.
- Provide responsive, professional service to faculty, staff, and administrators, and maintain confidentiality when handling sensitive employee matters.



Educational & Experience Requirements

- Bachelor's degree in Accounting, Finance, or a related field. Advanced degree or professional certification (e.g., CPA) is a plus.
- Proven experience (6-8 years) in accounting or finance roles, with a track record of progressively increasing responsibility.
- Familiarity with Blackbaud software is highly desirable.
- Strong knowledge of accounting principles, financial regulations, and best practices.
- Excellent analytical and problem-solving skills.
- Exceptional attention to detail and accuracy.
- Effective communication and interpersonal skills.

Additional Skills

- Proficiency in Microsoft Excel and other relevant accounting software.
- Strong organizational and time-management abilities.
- Ability to adapt to changing priorities and deadlines.
- Commitment to maintaining confidentiality and integrity of financial data, employee information, and HR records.
- Experience overseeing HR administration, payroll, or employee benefits is preferred. Familiarity with HRIS applications is a plus.

To apply, please email your resume and a brief cover letter to search@columbushs.com. Include any relevant professional certifications and indicate the position you are applying for in the subject line.