

Job Description

The Staff Accountant will report directly to the Controller and be responsible for all aspects of Billing and Collections of Student accounts, including enrollment contracts, preliminary budget preparation, and primary backup for payroll processing.

The ideal candidate will be detail oriented, self-starter, with a strong understanding of GAAP accounting, who is eager to learn new skills. This candidate should be person-centered-focused, bringing enthusiasm to the office and is tech savvy. The candidate will be expected to perform the following responsibilities:

Essential Job Functions:

- Prepare tuition bills, which include calculation of amounts owed under various payment plans and billing for ancillary services.
- Prepare and send monthly tuition statements, which includes after school enrichment and trip charges.
- Enter payments for tuition and incidental charges in student billing system
- Prepare, track, report, and verify enrollment contracts for new and returning students.
- Process enrollment contracts and deposits and enter all new students and relevant information into the student billing system. Send letters and follow up with those families who have not returned a contract
- Work with Admission Department to respond and report on enrollment.
- Consult with parents regarding tuition and incidental charges, monthly installment plan, enrollment process, and any other questions that come up.
- Consult and advise CFO regarding problem accounts.
- Review outstanding receivables on a timely basis and make collection phone calls if necessary.
- Administers all accounting functions for the Parent Service League (PSL), including check processing, reimbursements, preparation of financial statements, and liaison with PSL executive committee.
- Participates as needed in special projects for the Controller and CFO.
- Monthly close procedures including reconciliations.
- Gathering all data for tax filings, including Form 990, Sales and Use tax, and all other local filings.
- Primary backup for payroll processing.
- Support Annual Budget Preparation
- Administrative duties as needed.

Qualifications

- Minimum of Bachelor's degree required.
- Minimum 1 year of work experience in accounting
- Experience in Accounts Receivable is preferred.



Mirman School

- Experience with Blackbaud is preferred.
- Outstanding written and oral communication skills as well as the ability to work with and motivate colleagues.
- Strong proficiency in Google suite and Microsoft Office Suite, with a high level of experience with Excel and Word.
- Highly organized with the ability to work in a fast paced environment while maintaining a keen attention to detail.

Work Environment and Physical Demands

The job is performed in a generally clean and healthy environment, but there may be possible exposure to childhood diseases and illnesses. Exposure to heated/air conditioned and ventilated facilities with average interior dust with occasional exposure to outdoor elements. Exposure to normal school environment that is usually quiet but sometimes noisy.

The physical demands described here are representative of those that must be met by a school employee to successfully perform the essential job responsibilities and functions. Reasonable accommodation may be requested to enable individuals to perform the essential responsibilities of the job:

- Ability to sit, stand, move, communicate, hear, and read during the course of normal activities.
- Able to use computers and other tools.
- Ability to think and concentrate for sustained periods of time.
- In-person attendance necessary to provide effective performance during normal school hours.

Job Type: Full-time

Salary: \$50,000.00 /year