



JOB DESCRIPTION

Position: **Staff Accountant**
Reports to: Director of Finance & Operations
Date: February 2022
FTE: 80%
Salary range: \$48,000 - \$60,000 (Based 100% FTE of \$60,000 - \$75,000)

Friends School Boulder is a progressive, co-educational, preschool-8, day school serving students from the Boulder area. Friends offers a challenging curriculum guided by strong values of collaboration and creativity; mindfulness and social and emotional learning; cross-curricular and project-based instruction; and diversity, social justice and service learning. Faculty and staff are highly engaged and enjoy flexibility, autonomy, and a collaborative working environment.

The **Staff Accountant** reports to the Director of Finance and Operations and is a member of the Administrative Team. The **Staff Accountant** is responsible for the day-to-day processing of accounts payable, accounts receivable, recording financial information in the general ledger, payroll, benefits and HR assistance.

Responsibilities, including but not limited to:

General expectations for all Friends School employees

- Maintain congruence between the school's mission and all activities
- Promote and advance the cognitive, emotional, social and physical well-being of all students
- Support student learning through community connections
- Support in educating parents about the Friends School values and program through all correspondence and parent educational events
- Preserve and participate in school traditions and rituals
- Maintain common spaces and outdoor environment and materials attractively and in support of learning
- Cover classes or responsibilities during absences of other teachers as appropriate.
- Participate in regular meetings to address routine matters and stimulate an exchange of educational and philosophically aligned ideas
- Participate in the school's hiring processes as appropriate/necessary
- Assist in evening and weekend events as appropriate/necessary
- Set personal yearly goals with the appropriate supervisor and seek out and participate in staff development opportunities
- Comply with the Guiding Principles for Staff Evaluation
- Other duties as assigned

In addition to supporting the Director of Finance and Operations, the Staff Accountant is responsible for:

Accounts Receivable

- Deposit checks received/record receipts in accounting system
- Process tuition system reports during enrollment period/prepare refunds as needed
- Monitor past due accounts and make collection efforts as needed
- Post credit card deposits weekly – liaise with Auxiliary Programs Manager to code deposits.

Accounts Payable

- Reconcile, process, distribute payments for all incoming invoices/bills
- Ensure all receipts are collected and attached to monthly credit card bills and process for payment
- Monitor expenses for reasonableness
- Collect W9's from all vendors and prepare 1099's for all independent contract labor

Human Resources

- Manage onboarding process with all new employees
- Process all paperwork for newly hired and terminated employees
- Monthly, prepare payroll, review payroll for accuracy and deductions
- Monitor and update monthly deductions requested by employees
- Inform the payroll service of any changes in payroll rates

General Ledger and Financial Statements

- Reconcile all bank accounts monthly to general ledger balance
- Analyze general ledger accounts for accuracy in coding.
- Review Financial Position Statement and Statement of Activities for accuracy and analyze discrepancies as needed.
- Prepare monthly budget reports, calculating variance to budget. Distribute reports to staff for their review and adjust expenses accounts when necessary
- Reconcile Annual Fund receipts on a regular basis with Development Dept.

Audit

- Support audit process including fieldwork, preparation of materials, and any other items needed

Tax Reporting

- Prepare annual City of Boulder sales tax report by January 20
- Prepare quarterly state sales tax returns
- Process 1099's at year end

Enrollment/Re-enrollment

- Work with Director of Finance and Operations to prepare, process and track student enrollment and/or re-enrollment contracts

Qualification Requirements:

Education and qualifications should include the following:

- Possess joy, a growth mindset, and a sense of humor and commitment to working collaboratively
- Bachelors in accounting preferred
- Two years previous accounting or finance experience preferred
- Experience with Quickbooks desired
- Ability to use a range of technical tools: email, calendars, communications platforms, Google docs and sheets
- Must take initiative, the ability to work independently and collaboratively

Compensation: Salary range is \$48,000 - \$60,000 (Based 100% FTE of \$60,000 - \$75,000) and pay is commensurate with experience, degree, and position. Friends School offers a competitive compensation package including medical, dental, life insurance benefits, 403b plan and generous paid leave.

Friends School is an Equal Opportunity Employer.

How to Apply: If you possess the above skills and qualities, please send a cover letter outlining why you are interested in the position along with your resume to jobs@friendsschoolboulder.org on or before **January 23, 2022**. Please indicate **Staff Accountant** in the subject line. No phone calls please.