



*Inspire and challenge.*

*At Belmont Day School, we foster intellectual curiosity, honor differences, and empower meaningful contribution with excellence, respect, honesty, responsibility, caring, and joy.*

## **Staff Accountant and Accounts Receivable Specialist**

Belmont Day School is a pre-kindergarten to eighth grade independent school founded in 1927 by parents committed to providing children with an excellent academic foundation and many opportunities for creative expression.

The staff accountant is a member of the school's business office team and supports the school's accounts receivable, general staff accounting, and HR administration needs. This is a full-time, on-site, non-exempt, and benefit-eligible position that reports to the business manager with a dotted line report to the chief financial officer.

### **Responsibilities**

- Accounts Receivable and Billing
  - Manage student billing and invoicing using Veracross integrated school accounting system: run online tuition billing processes, create invoices for additional fees, research and resolve billing issues.
  - Track and collect payments: make bank deposits, post cash receipt accounting entries, and resolve online payment issues.
  - Liaise with the development office to process and reconcile gifts.
  - Generate accounts receivable aging reports and review them with the chief financial officer and business manager. Prepare monthly accounts receivable reconciliation.
  - Communicate with parents on billing issues, payment issues, and other questions with sensitivity, understanding, and a customer service orientation. Provide support to end-users of the school's payment processing system.
  - Meet all billing and AR-related reporting and processing deadlines.
- Staff Accounting
  - Maintain fixed asset accounts, prepare all fixed asset-related financial statement disclosures, and provide audit support.
  - Perform general ledger account reconciliations as needed, working toward the successful resolution of reconciling items.
  - Perform miscellaneous journal entries and other general accounting duties as assigned.
  - Serve as backup for the accounts payable function. Understand the general ledger expense accounts, correct coding of expenses, and invoice processing workflow.
- Payroll & Benefit Administration
  - Enter and manage semi-monthly and biweekly payroll in ADP during the summer months, as well as ADP payroll for hourly employees throughout the year.
  - Enter new hires and update hourly employee profiles in the payroll system.

- Support the human resources manager on payroll and benefit administration matters as requested.
- Other duties
  - Engage with students routinely by participating in our duty rotation at lunch, recess, and/or dismissal.
  - Perform additional responsibilities as required.

### Qualifications

- A bachelor's degree in accounting is required, and a master's degree in accounting is preferred.
- 2-5 years of accounting experience, experience in an educational or academic setting preferred.
- Strong understanding of accounting principles, including non-profit fund accounting.
- Expertise with Microsoft Excel.
- Strong working knowledge of general accounting and payroll systems, experience with Veracross and ADP preferred.
- Strong attention to detail.
- Excellent time management and organizational skills.
- Ability to communicate effectively, interact with and support effective partnerships with faculty members, parents, and co-workers.
- Cultural competency based on experience and professional development in diversity work.

### Physical Work Environment

- Environment: standard office setting; exposure to computer screens.
- Physical: sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment, including the use of a computer keyboard.
- Vision: see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
- Hearing: hear in the normal audio range with or without correction.

**Salary Range:** \$70,000 to \$90,000

Please submit a cover letter specific to this position and a resume to [careers@belmontday.org](mailto:careers@belmontday.org) by October 14, 2024. Please include "Staff Accountant" in the subject line.

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*The school will always be maintained as a nonsectarian institution. The school is an equal opportunity employer. The school complies with all legal requirements in connection with admissions and access to programs, facilities, and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.*

