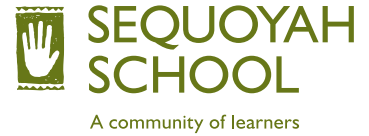


## EMPLOYMENT OPPORTUNITY



### SEQUOYAH SCHOOL K-12

**POSITION:** Business Office Associate

**REPORTS TO:** Senior Accountant

#### JOB SUMMARY

The Business Office Associate is responsible for assisting with the daily oversight of Fiscal Operations, AP/AR, Payroll, Employee Benefits, and other duties as assigned.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

##### Oversight of Fiscal Operations

- Receive, record and process all cash receipts received daily from all sources.
- Prepare deposit slips and make bank deposits as needed.
- Copy all checks received.
- Post receipts daily in the General Ledger accounting system.
- Maintain files, by bank, of all deposit receipts.
- Process check requests approved for payment, obtain signatures, and mail checks as appropriate.
- Maintain accounts payable files.
- Prepare and post monthly and year-end closing journal entries.
- Assist with the monthly bank and investment accounts reconciliation.
- Assist with reconciling all General Ledger accounts.
- Assist with reconciling school credit card accounts.
- Assist in the annual budget process.

##### Student Accounts Receivable

- Set up and maintain student enrollment accounts.
- Assist with annual enrollment contracts construction, distribution and collection.
- Record Daycare contracts and prepaid hourly Daycare payments into the accounting system.
- Review, calculate and record charges and payments for hourly Daycare use semi-monthly.
- Issue monthly invoices for each student account for tuition, fees, Daycare, and other related charges; maintain records of monthly invoices.
- Work with FACTS to set up monthly billing for families.
- Mail past account statements in consultation with the Senior Accountant and Business Manager.
- Investigate and respond to questions on student account transactions.

##### Indexed Tuition Support

- Work with the Senior Accountant and Business Manager to organize and set up the annual Indexed Tuition process.
- Work with the Senior Accountant and Business Manager to collect and organize information, and to correspond with families during the annual Indexed Tuition Process.

##### Payroll and Benefits Administration

- Assist with the payroll and benefits administration for employees.

### **Audit**

- Assist with the audit process to ensure a thorough, accurate and timely annual audit.
- Assist with preparing timely and accurate schedules for the annual audit.
- Assist with maintaining permanent office files for all audit schedules prepared by the school.

### **Other**

- Assist with preparing and distributing monthly departmental reports for all budget managers.
- Perform research, reconciliation, and other general and specific tasks as are requested and necessary to meet department reporting deadlines.
- Assist in the research, data collection, and timely completion of annual independent schools surveys.

### **DESIRED EXPERTISE & EXPERIENCE**

- Bachelor's Degree, preferably in Accounting, Finance or related field.
- Minimum of 3-5 years' experience in bookkeeping and/or accounting and finance, preferably in accounts payable, accounts receivable, and payroll processing.
- Non-Profit/Independent School sector experience preferable.
- A solid knowledge and understanding of accounting principles.
- Highly detail-oriented, well-organized, flexible, and collaborative; enjoys working in a team-driven environment.
- Ability to multi-task in a fast-paced, deadline-driven environment, while always maintaining a customer service focus.
- Common sense, professional decorum, and clear and concise communication skills are critical due to regular interaction with parents, students, faculty, staff, administrators, and business partners.
- Experience in QuickBooks, Blackbaud, or Senior Systems preferred.
- Proficient in Microsoft Office, especially Excel (including pivot tables, formulas, charts, vlookup, etc.) and Word.
- Proficient in Google applications, including Gmail, Google Sheets, Google Docs.

Sequoyah School has a rich history of diversity and seeks candidates to enhance that tradition. Sequoyah offers competitive salary and benefits.

Interested candidates, please email a cover letter along with your resume, with the title of this position as the "Subject" line, to James Cooper, Business Manager at [jcooper@sequoyahschool.org](mailto:jcooper@sequoyahschool.org).

For more information about Sequoyah School, please see our website at [sequoyahschool.org](http://sequoyahschool.org).