



STAFF JOB DESCRIPTION

Position/Title: Senior Accountant
Reports To: Controller

Laurel School is seeking talented staff who want to join an environment where our students are first and staff strive to make a difference in their lives. We seek to attract culturally and academically diverse staff who thrive on being engaged participants in our academic community. The most successful candidates see opportunities before problems and can laugh at themselves while succeeding in a fast-paced, forward-thinking educational environment. Laurel lives its mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

Position Summary

The Senior Accountant is primarily responsible for maintaining an accurate and timely student billing and collection process, completing month-end variance analysis and account reconciliations for designated accounts and assisting with financial systems projects in the Business Office.

Duties and responsibilities include:

- Primary school contact for matters related to student accounts, responsible for the investigation and prompt resolution of billing questions and concerns.
 - Key liaison with Smart Tuition, the school's payment plan provider
 - Enter annual tuition and fees within the Smart Tuition system and generate electronic invoices and statements for school families
 - Maintain and collect incidental student expenses on a monthly basis utilizing the Smart Tuition System
 - Ongoing in-house collection of receivables
 - Maintain proper accounting for student billing and reconcile sub-ledger to the general ledger
 - Assist Controller with monthly close of accounts receivable and preparation of the annual audit.
 - Assist Controller in calculation of the year-end allowance for doubtful accounts.
- Maintain process for tracking, billing & collecting summer camp revenues using Ultracamp software
- Maintain process for tracking annuity payments, completing annual annuity returns for the IRS, calculating present value adjustments using PGCALC software and recording any necessary annuity entries in the general ledger
- Assist with month-end variance analysis and account reconciliations
- Maintain prepaid asset accounts and student activities accounts.
- Assist with the annual departmental budgeting process
- Special projects in the business office
 - Archiving data in GL system
 - Reporting in FE NXT / F9
 - Fixed Assets Implementation

Other duties as assigned

Required Qualifications:

A bachelor's degree in accounting with a minimum of three to five years' experience is required, preferably in a nonprofit organization. Additional qualities should include:

- Excellent interpersonal, communication and listening skills.
- Commitment to and ability to execute superior customer service
- Basic knowledge of accounting theory and business
- Accuracy, attention to detail and ability to follow through
- Excellent organizational skills with ability to multi-task and prioritize work
- Ability to work independently and as part of a team

Salary

Laurel offers competitive compensation and a comprehensive benefits package.

To Apply

Please visit www.laurelschool.org for further information and a job application.

Work Environment

Laurel School is a dynamic, forward-thinking, K-12 girls' school, with a co-ed pre-primary division where every child is well known. As a Facing History and Ourselves School, Laurel is fully committed to equity and inclusion; we actively seek a culturally diverse faculty and staff.

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.

Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.