

We are seeking a highly organized and detail-oriented individual to fill the role of Staff Accountant. This position is part of a team overseen by the Catholic Schools Business Manager, responsible for managing the business and accounting operations across multiple schools. The ideal candidate will possess excellent communication skills, customer service experience, and the ability to interact comfortably with various individuals and groups.

Key Responsibilities:

Tuition Invoicing/Accounts Receivable/Accounts Payable:

- Review and reconcile tuition contracts and changes within Tuition Management Systems.
- Maintain records of Financial Aid/Scholarship awards.
- Track Grants and restricted scholarship roll forward schedules
- Daily / Weekly input of invoices and Check processing
- Review invoices for accuracy and obtain necessary approvals.

Essential Functions and Responsibilities – Assist with:

- Monthly reconciliations; Fixed Asset Schedules, Bank Reconciliations, etc.
- Run Monthly department reports for distribution.
- Process Payrolls on bi-weekly and semi-monthly basis'

Qualifications:

- Undergraduate degree in accounting or relevant field, MBA preferred
- Proficiency in Office 365 and Google Suite.
- Familiarity with financial and education software; QuickBooks, Acumatica, Blackbaud Tuition Management, FACTS, FACTS SIS (RenWeb).

Schedule: Full-time, 35 hours per week, Monday through Friday.

Job Type: Full-time

Pay: \$40,000.00 - \$50,000.00 per year

Benefits:

403(b)

Dental insurance

Health insurance

Paid sick time

Parental leave

Vision insurance

Experience level:

3 years

Physical setting:

Office

Schedule:

Monday to Friday

Ability to Relocate:

South Burlington, VT 05403: Relocate before starting work (Required)

Work Location: Hybrid remote in South Burlington, VT 05403