

Full Time Staff Accountant

Churchill Center & School for Learning Disabilities is seeking an energetic, organized and responsible individual to work full time in our Business Office, reporting to the Director of Finance. A qualified candidate must be extremely detail oriented and efficient, have excellent written, verbal and interpersonal skills, and thrive in a supportive, collaborative environment where we value accuracy and discretion. We work together as a team to achieve our goals, and while there are periods of focused activity, we also prioritize work-life balance and mutual respect.

Duties include:

Manage Accounts Receivable

- Maintain student accounts, including posting of charges, financial aid and payments/credits.
- Prepare and send student bills/statements monthly.
- Follow up with parents who have past due accounts.
- Coordinate with Tutoring Supervisor on past due accounts and tutoring deposits.
- Coordinate with Admissions Director and Database Manager in the admission process, track tuition deposits, and manage any withdrawals.
- Assist parents with their payment history for tax purposes.
- Answer questions on parents' accounts and details of transactions.

Manage Accounts Payable

- Enter invoices and allocate to the correct general ledger accounts.
- Transmit lists of written checks to bank via Secure Pay.
- File the paid invoices in their respective files.
- Reconcile UPS bill with payments.

Manage Payroll

- Enter new employees and remove terminated employees to/from the payroll system.
- Update payroll records by reviewing and making changes to employee information, taxes, insurance coverage and other deductions.
- Reconcile payroll, verify and explain the discrepancies.
- Prepare and submit mid-month and month-end payroll.
- Record mid- and end-month payroll journal entries and allocate to the appropriate programs.

Manage Employee Benefits

- Review and enter employee elections on health, dental and life insurance.
- Make changes and maintain employee records on all the benefits websites.
- Reconcile employee benefits accounts.
- Enter and submit retirement benefits as required.
- Review and verify receipts for flexible compensation account reimbursements.

Month-End Closing Entries

- Prepare bank reconciliations.

- Record journal entries, invoices, bank drafts and cash receipts to post automatic debits/credits and other fees.
- Reconcile credit cards payable, verify receipts and record transactions.
- Reconcile credit cards receivable and record journal entry.
- Assist Director of Finance with month-end close and other reconciliations as needed.

Daily Deposits

- Deposit checks daily using the remote deposit machine.
- Record cash receipts into the Financial Edge accounting system and allocate them to their appropriate accounts.
- Enter tuition payments to the respective student accounts in the account management system.

Other Responsibilities

- Maintain human resources files for all employees.
- Preparation of materials and assembly of information for the auditors.
- Assist the front desk with phone calls and other duties.
- As needed by the Director of Finance and/or the Head of School.

Job Requirements:

- Bachelors' Degree in Accounting from an accredited university.
- One to Three years of work experience.
- Proficiency in Microsoft Word and Microsoft Excel.
- Experience with Blackbaud Financial Edge or similar accounting system is preferred.
- Must be able to operate phone system and have strong communication skills.
- Work between the hours of 7:30am – 4:00pm is preferred.

Resumés and letters of interest can be emailed to rflavin@churchillstl.org or mailed to Churchill Center & School, Attn: Rachel Flavin, 1021 Municipal Center Drive, Town & Country, MO 63131.

No telephone inquiries please. Churchill Center & School is an equal opportunity employer.