CHURCHILL
CENTER & SCHOOL

National Leader in Learning Disabilities

Our Mission at Churchill Center & School ("Churchill") is to give high potential children with learning disabilities the finest, individualized, remedial education and the support they need to achieve success and return to a traditional classroom... And to foster greater understanding and support for all people with learning disabilities by training other educators, supporting our families, and enlightening the community.

POSITION TITLE: **HR & ACCOUNTING ASSOCIATE**
CLASSIFICATION: **FULL-TIME SALARIED NON-EXEMPT**
SUPERVISOR: **DIRECTOR OF FINANCE**
WORK SCHEDULE: **MONDAY-FRIDAY, 7:30-4 OR 8-4:30, SOME DAYS MAY REQUIRE UNTIL 5**

DEFINITION:
The HR & Accounting Associate supports the Director of Finance in all of Churchill's business functions, including accounting and reporting, human resources/payroll/benefits, financial aid, facilities management, and risk management. This is a twelve (12) month position that may require some evening and weekend hours.

Please note: This following description is not intended to be all-inclusive and may not include all of the duties, knowledge, skills, or abilities associated with this position.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Human Resources, Business Administration, or related field; **OR** an Associate's degree with 6+ years of relevant accounting and payroll experience.
- Minimum of four (4) years of progressive experience in general ledger accounting, payment processing (AP/AR), and full-cycle payroll processing.
- Proficiency in Microsoft Excel

PREFERRED QUALIFICATIONS:

- HR Certification
- Experience in a non-profit or education setting
- Experience with Blackbaud Financial Edge NXT, FinalSite, Employee Navigator, and/or Checkwriters

RESPONSIBILITIES:

- 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
    - Prepare, reconcile, and submit mid-month and month-end payroll
- Manage Employee Benefits
    - Work with brokers on annual updates and Employee Navigator coordination
    - Reconcile employee benefits accounts.
    - Enter and submit retirement benefits as required.
- Manage Accounts Receivable
    - Maintain student accounts, including posting of charges, financial aid and payments/credits
    - Prepare and send monthly tutoring statements
    - Coordinate with Tutoring Supervisor on past due accounts, reaching out to parents as needed
    - Coordinate with Director of Enrollment 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
- Month-End Closing Entries
    - Prepare bank reconciliations
    - Record invoices, bank drafts and cash receipts to post automatic debits/credits and other fees
    - Reconcile credit cards payable, verify receipts, and record transactions
    - Reconcile prepaid expense accounts and prepare journal entry to expense in the appropriate period
    - Assist Director of Finance with month-end close and other reconciliations as needed
- Daily Deposits
    - Deposit checks daily using the remote deposit
    - Record cash receipts into accounting system and allocate to appropriate accounts
    - Enter tuition payments to the respective student accounts in the tuition account management system
- Other Responsibilities
    - Maintain human resources files for all employees
    - Prepare materials and assembly of information for the auditors
    - Work with Facilities Director to ensure appropriate inspections are scheduled

- Assist the front desk with phone calls and other duties as needed by the Director of Finance and/or the Head of School.

KEY SKILLS AND KNOWLEDGE:

- Exhibits an understanding of and commitment to Churchill's mission and values
- Conducts self in presence of students, parents, faculty, staff, and visitors in a manner which models the core values and behaviors Churchill seeks to teach
- Demonstrates strong organizational skills and attention to detail
- Utilizes strong oral and written communication skills
- Desires a work environment that is supportive, engaging, and collaborative
- Maintains the ability to build interpersonal relationships with a variety of constituents
- Customer service and conflict resolution

Ready to make a difference?
Resumes and letters of interest can be emailed to resume@churchillstl.org or mailed to Churchill Center & School, 1021 Municipal Center Drive, Town & Country, MO 63131.

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