St. George’s Episcopal School
Job Title: Accounting Assistant
Reports to: Director of Finance
Part-time | 12-month position

Position Summary
St George’s Episcopal School seeks an experienced accounting professional for the part time position of Accounting Assistant. Responsibilities will include billing, cash receipts processing, accounts receivable management, accounts payable, monthly bank statement reconciliation, internal reporting, and payroll processing.

This is a twelve month position with flexible time during school holidays.

Successful candidates will possess:

- Bachelor’s degree in Accounting or Business
- Minimum two (2) years relevant experience including accounting, bookkeeping, cash receipts, payables, and/or payroll
- Proficiency with Quickbooks, Microsoft Word and Excel, and ability to learn systems independently
- Working knowledge of chart of accounts, general ledger coding, and generally accepted accounting principles
- Excellent organizational, interpersonal, and communication skills
- Background in non-profit accounting and experience with Paychex a plus.

St. George’s is a preschool to eighth grade independent school serving 385 students and employing approximately 100 faculty and staff. St. George’s Episcopal School is committed to equal employment opportunity without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, political affiliation, or any other characteristic protected under federal, state, or local discrimination laws.

Interested candidates should send a cover letter and resume to Lori Dowden at lori@stgeorgesepiscopal.com.