



Accounting Specialist

Summary

The Accounting Specialist will administer accounts payable, accounts receivable, payroll, and other general support and customer service duties. Can-do initiative, personal responsibility, proactive collaboration, an upbeat attitude, and a commitment to professional growth and quality work are essential to success at Riverstone International School.

Employment Classification

This is a full-time, non-exempt position. The successful candidate will be expected to work 40 hours per week, year-round, and one week during the school's spring and winter breaks.

The Accounting Specialist will report directly to the Financial Controller, providing a clear line of communication and support within the finance department.

Responsibilities and Essential Functions

General accounts payable functions

- Enter invoices AP and other expenses in AP Platform Ramp for manager approval.
- Set up and manage Vendors in Ramp and QuickBooks.
- Proactively collect W-9s from all necessary vendors and prepare 1099's.
- Code and audit coding done by others of invoices following the school's general ledger accounts.
- Scan required information for electronic files.
- Manage credit card transaction data entry, collection of receipts, and approval of managers.
- Initiate and answer phone inquiries from vendors on A/P.
- Assistance in streamlining and documenting official AP procedures.

General accounts receivable functions

- Create invoices in QB for Travel and other Misc Fees.
- Run QB monthly statements and email or mail as indicated.
- Receive tuition and other revenue via various payment methods.
- Meticulous record keeping of payments received in FinalSite and QuickBooks.
- Reconcile FinalSite and QuickBooks
- Prepare electronic bank deposits.
- Review the coding of receipts following the school's general ledger accounts.
- Scan required information for electronic files.
- Answer incoming phone inquiries from parents on A/R, including troubleshooting issues that arise.
- Maintain hard copy deposit files and reconcile monthly.
- Prepare A/R and collections correspondence as needed.
- Maintain office hours at the start and end of school to help with parent/student A/R needs.
- Build good relationships with parents and thoroughly understand the invoicing process.
- Assistance in streamlining and documenting official AR procedures



Payroll Functions in Paychex Flex

- Enter new employees and deactivate old employees on the payroll platform.
- Review and enter all payroll changes received by HR.
- Data entry for a 3-tiered monthly payroll for approval
- Calculate the TIAA entry and upload for approval
- Enter Payroll Journal Entries and TIAA entries
- Customer services for payroll inquiries.
- Other unspecified duties that may arise.
- Keep up to date with payroll compliance duties

General accounting functions

- Reconciliations between platforms and QuickBooks
- Research discrepancies as required
- Enter FSA transactions from the statement and Parent Association
- Maintain paper and electronic files for statements, checks, and other documents as needed.
- Respond to inquiries from vendors, customers, and Riverstone International School departments.

General support and customer service functions

- Perform filing and general administrative tasks as requested.
- Complete data entry related to our annual auction and other seasonal development activities.

Preferred Skills and Experience

- Associate degree
- Experience with the Microsoft Office Suite including Word and Excel
- Experience with Google products, including Sheets, Docs, Calendar, Mail, and Drive
- 3-5 years experience with QuickBooks Online preferred
- Experience with Ramp and or Final Site
- The ability to learn new platforms quickly.
- Familiarity with accounts receivable and accounts payable processing
- High level of professionalism and integrity with sensitive and confidential information
- Excellent interpersonal skills and ability to work with a diverse group of people, including students, parents, faculty and staff in a fast-paced school environment.
- Strong organizational skills and attention to detail
- Exceptional math skills
- First Aid and CPR certifications may be acquired after hire.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 lbs. at times.



In addition to the responsibilities outlined above, all faculty are required to abide by the school's policies and procedures, which are set forth in the Faculty Handbook.

Reviewed July 25, 2024