

Accounting and Business Manager

Position opening - available immediately

Position Summary

The primary responsibility of the Accounting and Business Manager is to support the organization and business department through accurate and timely fulfillment of job goals.



Job Goals

1. Supervise A/P, ordering and reconciliation processes in accounting office.
2. Manage enrollment contract, tuition payment and financial aid new software integration.
3. Work to refine processes to support the development of departmentalized financial reports.
4. Manage overall budget process across the organization.
5. Issue monthly financial statements and assist with annual audit.
6. Manage credit card processes across organization.
7. Assist with HR, IT and facilities processes as needed.

Preferred Qualifications

- Bachelor's degree in Accounting.
- 5+ years accounting experience.
- Experience with student billing and contract systems.
- 5+ years account reconciliation and accounting software experience.
- 5+ audit preparation experience
- Private school experience preferred but not required.



Key Characteristics

- Smart
- Dependable
- Personable
- Tech-savvy

Terms of Employment

- Full-time
- In-office



About our Organization

Springer School and Center is a caring community dedicated to supporting students diagnosed with learning disabilities and their families. Springer encompasses a School serving students in Grades 1-8 as well as a Center for providing education about learning disabilities to members of the broader community. Springer faculty and staff embrace the organization's mission and incorporate the core values of student growth/development, staff expertise/development, partnership, communication and stability in their daily work.

Anticipated start date: Available immediately

How to Apply

Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to Business Director Mark Priest at mpriest@springer-ld.org. The subject line of that email should reflect the position title.

Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.