



**SUCCESS
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Part-time Accounting Position

Anticipated Start date: ASAP

About Springer

Springer School and Center is a wonderful community dedicated to supporting students diagnosed with learning disabilities and their families. Encompassing both a day school and a center for educating parents and professionals, Springer is a caring, fast-paced workplace located in Cincinnati's Hyde Park neighborhood.

Position Summary

Part-time Accounting position to support Accounting and Business Manager with audit process and project work including financial statement preparation and budget preparation.

Project Goals

- Assist with audit preparation including reconciliations and analysis.
- Review and update financial statement preparation process.
- Assist with journal entries and account reconciliations; assist the Business Manager in posting monthly journal entries and reconciling various balance sheet and operating accounts.
- Document budget process and work with accounting staff to enhance process and communicate to managers.

Qualifications required:

- Bachelor's degree in Accounting
- Account reconciliation and accounting software experience.
- Financial statement preparation experience.

Qualifications preferred:

- 5+ years accounting experience.
- Experience with annual review or audit process.

Key Characteristics: Smart, dependable, personable and tech-savvy.

Terms of Employment: Part-time 15-30 hours per week. Will discuss part-time with days and hours to be determined with applicant.

How to Apply

Qualified applicants should email a resume and cover letter to mrenn@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, color, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.