



**JOB ANNOUNCEMENT:** Accounting Associate

**EMPLOYEE STATUS:** 75% FTE (30 hours per week), Non-Exempt, Full-year

**REPORTS TO:** Controller

**CLOSE WORKING RELATIONSHIP(S):** Controller, CFOO, Director of Human Resources, HR Generalist

**WORK SCHEDULE:** Typical schedule Monday-Friday, 8:00 AM - 3 PM, days/hours may vary, schedule will shift to maintain a 30-hour work week.

**START DATE:** As soon as possible

**SALARY RANGE:** \$43.00 - \$48.00 per hour

Located in the Presidio of San Francisco, The Bay School is an independent, college-preparatory high school committed to equity and belonging within Bay and beyond. The school seeks to provide its students with a challenging, innovative curriculum and a collaborative, supportive community. Our staff and faculty members (“staffulty”) foster and model curiosity, critical thinking, intentionality, open dialogue, and good humor. Bay students have been described as engaged and thoughtful self-advocates who value community and courage. Please visit our precepts and academics pages to learn more about our school.

The Bay School considers all qualified applicants for employment and does not discriminate on the basis of race, color, religion, identity, national origin, ancestry, age, sexual orientation, gender identity, and gender expression (SOGIE), or any other characteristic protected by law. We are committed to having a Staffulty and student body that reflect the diversity of the Bay Area. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply. We encourage BIPOC candidates to apply.

The Bay School does not participate in the USCIS E-Verify program, and we do not sponsor work visas.

## **Job Description**

The Accounting Associate is responsible for the day-to-day processing of accounts payable functions. They ensure timely and effective transaction and payment processing routines that are in compliance with GAAP and other internal/external requirements and regulations that may apply. The Accounting Associate assists the Controller with expense management systems and works closely with all members of the Business Office staff. This is an on-site position.

## **Required Qualifications**

**EDUCATION:** Mid-level accounting background – Accounting degree desired.

**EXPERIENCE:** At least 3 years of proven relevant experience in a non-profit setting desired – independent school experience is a plus.

**COMPUTER SKILLS:** Outstanding computer and technical skills, including Excel, Microsoft Word, G-Suite, and one major accounting system is required. QuickBooks and BiLL (Divvy) Spend & Expense skills are a plus.

**CERTIFICATES & LICENSES:** Job offers are contingent upon clear LiveScan fingerprinting and TB risk assessment. Other requirements include completing first aid/CPR training, mandated reporter training, anti-harassment training, bloodborne pathogen training, and workplace violence prevention training. Access to these mandatory trainings is provided and paid for by the school.

## **Major Responsibilities**

- Accounts Payable - Day to day processing of vendor invoices and requests for payment including posting and reconciliation in Quickbooks;
- Credit Card System Management – Reviewing, approving, and following up with BiLL Expense Management (Divvy) credit card and reimbursement transactions including integration with Quickbooks;
- Ensuring all documentation and approvals are complete including following up and reconciling items with staffulty & vendors;
- Supporting Controller addressing budget manager questions including supporting budgetary adherence;
- Adding new vendors to QuickBooks including obtaining W 9 forms, ensuring complete contract documentation and contact information as needed, i.e. email addresses, phone numbers, tax ID numbers etc.;
- Document filing as needed;
- Providing accurate and timely management reports as needed;
- Documenting and maintaining appropriate accounting and financial procedures as required;
- Working as primary accounts payable contact with staffulty and school vendors;
- Developing and maintaining professional skills through reading and professional development;
- Providing backup support to Controller as needed;
- Other duties or additional projects as assigned by the Controller in order to achieve the financial and operating goals of the Business Office.

## **The Ideal Candidate**

- Finds resonance with The Bay School mission, philosophy, and precepts;
- Has excellent written and oral communication skills;
- Demonstrates strong interpersonal skills including good judgment, and ability to develop and maintain effective and collaborative working relationships with the Bay School community while maintaining appropriate confidentiality;
- Demonstrates a high level of personal and professional integrity;
- Is trustworthy, discreet, and respectful in the handling of confidential or sensitive information;
- Demonstrates ability to initiate and complete multiple tasks on time with competing priorities and due dates. Solutions oriented, efficient, and able to work independently;
- Is a critical thinker with impeccable attention to detail;
- Is committed to anti-bias and equity work, both personally and professionally;
- Values mindfulness as a practice;
- Enjoys being in a high school community.

## **Physical Requirements**

- Ability to lift and carry 40 pounds or ask for support;
- Ability to sit for long periods of time;
- Ability to engage with high school age students at times;
- High frequency of viewing a computer monitor.

## **Work Environment**

- Work is performed in an indoor, shared office setting.
- The Bay School campus has three separate buildings that are across the street from each other. Classrooms and offices are spread throughout all three buildings and the work of this department requires frequent movement among these spaces. All buildings are ADA-compliant.
- The noise level in the work environment is moderate to loud during school hours and very loud during sporting events.
- The Bay School lunch service is provided by Acre Gourmet and is available to all employees and subsidized by the school. Staffuly eat lunch in shared dining room spaces with students, in their offices, or in the Staffuly lounge on the fourth floor.

**Bay also offers a strong benefits package for long term employees working at least 60% FTE, for which this position qualifies.**

If interested in the position, please review our website, then email *all* of the items below to [jobs@bayschoolsf.org](mailto:jobs@bayschoolsf.org), subject line: **AA24**. Incomplete applications will not be considered.

1. Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School;
2. Resume/C.V.;
3. Contact list of 3 references, at least one of whom must be a recent supervisor.