ACCOUNTANT I/AP SPECIALIST

ABOUT THE ORGANIZATION

Hawken School is committed to doing school differently and better. This means developing an inclusive and accepting community where adults feel empowered to design educational experiences for students that deepen their learning, engaging their emotions as well as their intellects. Successful candidates for any role at Hawken School must demonstrate skill and commitment in all the following key areas:

Mission, Culture, and Philosophy Alignment

Candidates must show they can thrive at Hawken and are highly motivated by the school's mission.

Fair Play: Diversity, Equity, Inclusion & Justice

Candidates must indicate a commitment to and have experience with serving students and communities equitably.

Relationship Building and Cultivation Candidates must show they can build relationships throughout the Hawken community.

Content Knowledge

Candidates must demonstrate that they can lead and guide colleagues and/students to depth in their work.

Humility and Growth Mindset

Candidates must be eager to learn new approaches and methods and be able to team effectively with others.

Approach to Work

Candidates must show initiative and agency with a commitment toward feedback and flexible problem solving.

THE POSITION

Hawken School is seeking a junior level accountant to perform regular duties within the Business Office.

ESSENTIAL DUTIES/RESPONSIBILTIES

* Assists in maintaining financial records and ensuring that financial transactions are properly recorded
* Ensures accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger
* Performs cashiering duties, including the oversight of petty cash allowances, the preparation and delivery of bank deposits, and other daily financial tasks needed by the company
* Responds to external vendors and internal managers regarding all aspects of the accounts payable process, including processing invoices for payment and assisting with bank reconciliations
* Verify the accuracy of vendor invoices and confirm that the correct general ledger account codes are used
* Generates payment to vendors on a routine schedule and match the check with backup for review by the Director of Finance
* Inspects paid and unpaid invoices including cleared payment inquiries and check voiding to maintain accurate files and records according to company standards
* Assists with Student Billing including recording payments, adding transactions, and reconciling rosters with Admissions
* Tracks and creates reports for fixed assets activity recorded during the year

QUALIFICATIONS

Associate's degree in accounting or equivalent combination of education, skills, and certifications is required.

* Strong verbal, written, and interpersonal communication skills

- Solid organizational and time management skills
- Proficiency with industry standard accounting software, including Excel. (Blackbaud's Financial Edge preferred)
- Excellent problem-solving skills and work ethics
- Three years of general accounting experience
- A willingness and eagerness to assist in the life of the School
- Experience working independently as well as in a team environment

THE SCHOOL

Founded on the ideal that "the better self shall prevail, and each generation introduce its successor to a higher plane of life," Hawken School is a coeducational independent day school with over 1,400 students serving toddlers through grade 12. Hawken's three campuses within 25 minutes of downtown Cleveland, an urban extension center, and a new high school in the city's museum district provide students with five campuses in total, offering a demanding and integrated course of study in a diverse and dynamic environment. To learn more about us, visit www.hawken.edu

INTERESTED

Please send a resume, references, and a cover letter to: Cole Whiting, Director of Finance, at hawkenemployment@hawken.edu

Hawken School is an equal opportunity employer dedicated to promoting all forms of diversity in the workplace and in our student body. We strongly urge all qualified individuals to apply.