Position Announcement
Senior Accountant

Title: Senior Accountant
Status: Full Time, Exempt

ABOUT MASTERS:
The Masters School (www.mastersny.org) is a coeducational day and boarding school that engages 5th–12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the tri-state area and its proximity to the rich cultural and educational magnet that is New York City. We offer our diverse student body, hailing from 33 different countries, the resources and activities of our seven-day campus and dedicated, talented faculty and staff. Through exceptional academics, outstanding visual and performing arts, championship athletic teams, and active community engagement, the Masters experience prepares students to thrive in college, career and life. Our students graduate determined to make a positive contribution to their world.

MISSION:
The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world.

SUMMARY:
The Masters School seeks a Senior Accountant reporting to the Director of Finance. This position provides support to the School's business and finance operations ensuring the accuracy and integrity of the accounting and reporting systems while providing excellent customer service to all constituencies. The ideal candidate will possess exceptional accounting and analytical aptitude, with keen attention to detail and strong interpersonal skills. He/she will interact with students, parents, faculty and staff in a kind, helpful and professional manner.

Under the general, technical, and administrative supervision of the Director of Finance, and in accordance with established policies and procedures, the Senior Accountant is responsible for:

**General Ledger**
- Prepare and input journal entries for standard, recurring and accrual entries
- Review, approve and post journal entries in collaboration with Business Office colleagues
- Ensure that all general ledger postings including but not limited to payroll, cash receipts and accounts receivable entries are properly recorded to the general ledger on a timely basis
• Support completion of processes for month end close schedule
• Perform reconciliations of balance sheet accounts including interfund.
• Prepare monthly journal entries to record the endowment fund investment income and expense activity (realized and unrealized gains and losses, interest and dividends, sales, purchases, management fees, etc.)
• Oversee maintenance of approved electronic journal entry files

Cash Management
• Monitor and reconcile multiple bank and credit card accounts
• Prepare and/or review monthly bank reconciliations in collaboration with business office colleagues ensuring that all bank reconciliations are completed in a timely manner
• Reconcile contributions and pledge payments to bank and general ledger for Annual Fund, Restricted and Endowment Fund gifts recorded by Advancement Department
• Coordinate stop payments, wire transfers, debit blocks, account discrepancies, new account set up, etc. with banks
• Collaborate with Campus Store Manager to reconcile payments and record monthly sales

Accounts Receivable
• Reconcile ACH tuition payments from online system to student accounts, bank and GL
• Analyze student tuition, financial aid, fees, etc. and reconcile to general ledger accounts and other reports as needed
• Work with Student Billing Coordinator and Office of Admission to record and reconcile enrollment agreements and related deposit payments.
• Perform duties relating to the recording and reconciliation of revenue and expense accounts for other programs including summer camps and facility rental agreements
• Assist with implementation of new Student Billing system

Accounting Functions
• Perform GL and related information research; respond to inquiries and provide data to appropriate departmental personnel and program counterparts as assigned
• Assist with the preparation of budget reports and reclassify expenses as requested
• Provide support and training to Office staff regarding account analysis and reconciliations
• Submit timely reporting of requirements under bond financing agreement
• Prepare annual Campus Store sales tax filing
• Maintain fixed assets schedule to calculate depreciation expense
• Liaise with auditors to ensure accurate and timely year end audit; prepare schedules and work papers as needed
• Assist with preparation of 990 tax return
• Perform research, reconciliations and other general and specific tasks as requested and necessary to meet department reporting deadlines.
• Assist in implementation of new web based financial software system
• Support conversion to updated fund accounting Chart of Accounts

REQUIREMENTS:
• BA in Accounting or Finance
3-5 years relevant experience in independent school or other non-profit accounting department
Solid knowledge of accounting principles including not for profit accounting
Proficiency in Microsoft Office especially Excel
Experience with accounting software systems - familiarity with Blackbaud FE preferred
Ability to research, analyze and resolve complex issues
Organizational and time management skills with ability to prioritize, multi task and meet deadlines.
Comfortable working independently within a team environment and as a leader
Skilled at communicating and working effectively with a variety of members of the community, including teachers, administrators, parents and students
Commitment to the School’s needs; willingness to help at all levels to get the job done
Maintain strict confidentiality of student, staff and school records and information.

HOW TO APPLY:
To apply, please submit a letter of interest that explains why you would succeed in this position, resume, and three references via email to careers@mastersny.org (Adobe® PDF format preferred) and include “Senior Accountant” in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.

Background Screening: The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

The Masters School actively seeks to promote diversity through its students, faculty and programs.

The Masters School is an Equal Opportunity Employer.