

LINCOLN SCHOOL

P R O V I D E N C E

Senior Staff Accountant

Summary:

Lincoln School, founded in 1884, is an independent Early Childhood-Grade 12 Quaker school for girls in Providence, Rhode Island. We are currently seeking a full-time, 12-month Staff Accountant to join the Business Office. This individual must be confidential, organized, detail-oriented, a team player and have the ability to be flexible.

Responsibilities include but are not limited to:

- Responsible for monthly account reconciliations, closing processes, transaction review and verification, general ledger accuracy
- Manage budgeting processes and report on expense budget components such as wage and salaries, fringe benefit programs, departmental expenses, operational expenses and capital projects
- Monitor and forecast cash needs of the School
- Reconcile all balance sheet accounts monthly
- Reconcile and update endowment investments with the school's general ledger accounting records
- Reconcile all general ledger gift records with the Advancement Office and ensure consistency and timeliness in reporting of incoming pledges and new gifts
- Monitor and analyze monthly operating results against budget and highlight for management team members any issues with their budgets or spend rates
- Provide financial analysis as needed
- Assist with annual audit which includes coordination with independent auditors and School personnel regarding timing and completion of responsibilities
- Maintain fixed asset schedule and depreciation schedules
- Prepare surveys, compliance reports and internal and external information requests for financial data
- Assist with contract renewals, negotiations
- Prepare ad-hoc accounting reports as needed
- Provide administrative support to the CFO as needed

Requirements:

- Bachelor's Degree in Accounting
- Knowledge of finance, accounting and budgeting principles including Generally Accepted Accounting Principles.
- A high degree of computer literacy and strong skills in spreadsheet-based financial analysis.
- Ability to analyze and organize financial data and ability to make accurate computations.

- Ability to self-motivate, and problem solve.
- Excellent administrative and organizational skills.
- Strong verbal and written communication skills and good interpersonal skills.
- Non-profit experience a plus, but not required

How to Apply:

Interested candidates are encouraged to send a cover letter, resume and a list of three references that includes name and contact information to Julie Stafford, Human Resource, Benefits, and Payroll Manager at jstafford@lincolnschool.org.

Lincoln School is an Equal Opportunity/Affirmative Action Employer. Members of underrepresented groups and all persons committed to culturally responsive teaching are strongly encouraged to apply. Lincoln School values having diverse faculty and staff and strongly encourages applications from people of color, women, and people who are multilingual and share our commitment to educating girls to fearlessly embrace the opportunities and responsibilities of full citizenship in a complex world.