



Senior GL Accountant

FLSA Classification:

Exempt, 12-month Administrative Staff

Salary Band:

\$80,000 - \$120,000

Reports to:

CFO

Job Term:

Full-Time, in-person

MISSION STATEMENT

Through transformative teaching and meaningful connections, we empower kind, curious learners to thrive together.

CORE VALUES

We Celebrate Scholarship

The foundation of Crystal is academic excellence.

We Seek Growth Challenges

Our culture says try it.

We Foster Kindness & Inclusion

Crystal is a caring and diverse community.

We Strive for Balance

A holistic approach to well-being is integral to our mission.

We Engage with Enthusiasm

With unbounded spirit, we give our best effort every day and pay it forward to our community.

We Lead with Humility

Being grateful and open-minded, we pursue lifelong learning.

JOB DESCRIPTION

Summary

The Senior GL Accountant is responsible for overseeing the school's day-to-day financial transactions, GL reconciliations, budget reporting, and external financial compliance reporting. The Senior GL Accountant assists the CFO and Business Office Team in ensuring the prudent use of those resources through the implementation of the approved budget. The Senior GL Accountant serves as a key member of the Business Office and an instrumental partner to the CFO in managing the school finances and operations.

Key Job Competencies

- **Critical Thinking/Problem Solving:** Analyzes and integrates financial data and patterns to accurately reconcile and record financial transactions and results. Can research and analytically solve discrepancy issues in a timely and effective manner. Develops new insights and formulates creative solutions to enhance the effectiveness and efficiency of financial processes and protocols, considering the impact and implications of recommendations in the context of overall vision, goals, and objectives.
- **Accounting Knowledge and Expertise:** Demonstrates a clear understanding of GAAP and non-profit accounting principles relative to donor gifts, pledges, endowments, accruals and GL account reconciliations.
- **Decision-Making:** Generates and evaluates alternatives before making a decision or taking action, considering the risks associated with each option and selecting the option that has the best balance of risk and reward, encouraging input from others when it is appropriate, standing by decisions without reconsidering unless information or circumstances make it necessary to do so, and evaluating the effectiveness of decisions after they have been made.
- **Project Management:** Ability to lead and execute multiple complex projects to achieve goal attainment by prioritizing time and activities, monitoring progress, and evaluating impact.
- **Quality Results:** Ensures high quality results on projects/tasks, meets deadlines, and attends to details. Takes responsibility for the quality of work and achieves results with little oversight. Understands the importance of proper documentation.
- **Communication:** Exceptional ability to articulate thoughts and express ideas effectively using oral, written, visual, and non-verbal communication skills, as well as deep listening skills to gain understanding.
- **Collaboration:** Can demonstrate the ability to collaborate effectively and professionally with Team Members to meet goals, objectives and deadlines. Demonstrates the ability to mentor and guide team members to collectively solve a problem or make progress toward a common goal. The ability to work with others to complete a project or task or develop ideas or processes.
- **Personal Growth:** Demonstrated commitment and curiosity to ongoing learning and development.

- **Confidentiality:** Exceptional ability to maintain the highest level of confidentiality relative to all data and information generated within and outside the institution.

Essential Functions

- General Ledger maintenance, including but not limited to performing monthly and annual close, reconciling of G/L accounts, monthly bank reconciliations, semi-monthly recording of payroll, preparation of monthly journal entries and supporting schedules including fixed assets, depreciation, prepaid and investment schedules.
- Review and import semi-monthly payroll transactions into the accounting system. Quarterly reconciliation of the GL accounts to payroll tax returns.
- Monthly reconciling of the tuition receivable subsidiary system, including posting of transactions from FACTS and review of A/R aging reports.
- Monthly reconciliation of investment accounts including the recording of realized and unrealized gains, losses, dividends and interest and all investment activity.
- Manage contributions and pledges, including reviewing Raisers Edge transactions monthly and reconciling the pledge receivable report. Post monthly Raisers Edge Activity. Reconcile general ledger contribution balances to the reports generated by the Advancement Office and Raisers Edge system. Work with Advancement staff in correcting any discrepancies or errors.
- Monthly reconciliation of miscellaneous cash receipts and deposits, including review and posting of transactions.
- Reconciliation and posting of monthly credit card statements and receipts.
- Reconciliation and posting of all incoming and outgoing ACH transactions from various sources including Square, investment firms and others.
- Prepare audit supporting workpapers and reconciliations, act as liaison with the audit firm each year.
- Review and oversight of the Accounts Payable and 1099 function, including but not limited to reviewing the input of invoice batches, verifying G/L account coding and ensuring accuracy of payments and payment terms.
- Quarterly budget reporting and distribution to budget managers.
- Prepare required regulatory reporting such as quarterly sales tax returns, annual 990 Tax Returns, 571-L's, Welfare Exemption filings and other filings as determined by the CFO
- Liaison to the Advancement Team for Gryphon Swag sales, reconcile inventory accounts.
- Maintain monthly cash flow statements on primary cash accounts and assist the CFO with cash flow modeling as needed.
- Primary backup for Accounts Payable and Cash Receipts functions as needed.
- Primary liaison for the school's Crystal Family Association and Arts Collective Group recordkeeping and cash account reconciliation.
- Preparing analysis of GL accounts as needed and special projects as needed and requested.
- Assist CFO in Annual budget preparation as needed.
- Assist CFO in Annual Pension Plan and Workers Compensation audits

Education, Certifications, and Required Work-Related Experience

- Minimum BS in Accounting
- Minimum 3 years in non-profit accounting experience
- Experience in doing a full cycle month-end close
- High level experience in bank account reconciliations
- Experience in reconciling investment accounts
- Demonstrates a clear understanding of GAAP and non-profit accounting principles relative to donor gifts, pledges, accruals and GL account reconciliations.
- Excellent written and verbal communication skills
- Intermediate level MSWord
- Intermediate level of MS Excel
- Experience with Google suite

Preferences

- Knowledge of Blackbaud Financial Edge (FENXT) and Raisers Edge (RENXT) Accounting System a plus
- Public accounting experience or CPA a plus
- Masters Degree in related field a plus
- Knowledge of Paycom Payroll system a plus

Physical Requirements and Work Environment:

- Able to work in a dynamic environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Able to work in an open floor workspace shared with other team members
- Able to lift up to 10 pounds
- Able to climb stairs
- May work at a desk and computer for extended periods of time

Travel Required

Light travel between the Middle School and Upper School campuses, as needed for school wide meetings or events.

Affirmative Action/EEO Statement

Crystal Springs Uplands School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, marital status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Other Professional Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties as assigned to the Essential Functions, responsibilities, and activities may change at any time with or without notice.

Effects on End Result

The effectiveness of this position will be measured by:

- Accuracy of areas of responsibility
- Timely GL reconciliations and month-end close processes
- Timely completion of both internal and external reporting
- Demonstration of excellent time management and multitasking
- Effective and timely response to needs
- Effective communication with co-workers and all school constituencies
- Demonstrated ability to mentor and support Business Office Team Members
- Demonstrated ability to be proactive in a desire to improve processes

Interested candidates should send resume to Diane Isola, CFO at disola@crystal.org