



ROCKY HILL

COUNTRY DAY SCHOOL

Rocky Hill Country Day School seeks a highly qualified Staff Accountant.

Rocky Hill Country Day students grow to become navigators, critical thinkers, citizens, and communicators, who are innovative, self-aware, ethical, and globally-minded through our focus on an interactive, inquiry-based educational experience, mindfulness, and meaningful relationships with adults on campus. Our multifaceted student body is made up of domestic and international students, and our intentionally small school community allows for individualized instruction and creates a familial setting throughout campus. Rocky Hill students and faculty wrestle with necessary, candid conversations in equity and belonging, both to build the school community we strive to have and to prepare students for the world they will shape. Overlooking acres of saltwater marsh on the magnificent coast of Narragansett Bay, Rocky Hill Country Day School's stunning campus fosters exploration and discovery for students in all divisions, nursery through grade 12. Rocky Hill Country Day School graduates are bold learners, prepared to navigate a complex and changing world.

The Staff Accountant:

- Processes payroll.
- Overseas and processes the medical payments in our Captive Insurance program.
- Assists with some Human Resources tasks such as hiring paperwork and benefits enrollment.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts; manages accounts receivable collections.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Files tax forms with federal, state, and local government agencies.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned.
- Reports to the Controller.

A BS in Accounting degree and/or experience in the field is required. This opportunity requires excellent strategies and skills in communication, collaboration, and

organization with an appreciation for confidentiality, equity, belonging, and professional growth.

Start date: immediately

Founded in 1934, Rocky Hill Country Day School is an independent, coeducational, college preparatory day school in East Greenwich, RI made up of 300 students in nursery through grade 12. To learn more about our community, please visit www.rockyhill.org. Our waterfront campus is on the Potowomut peninsula and offers a unique setting, where students and faculty alike demonstrate a sense of energy, imagination, and entrepreneurial spirit. Rocky Hill Country Day School stands firmly behind the principle that the admission of students, the employment of faculty and staff, the operation of programs, and the governance of the School be open to all who are qualified regardless of race, creed, color, national origin, ethnic origin, gender identity, or caste. We seek individuals committed to the equity and belonging work we engage in as we continually strive to improve.

Please send a cover letter and resume **BY EMAIL ONLY** to drich@rockyhill.org Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.