

**Westerly School**  
**Business Office Associate - part-time**

The Business Office Associate supports all areas of the business office including accounting, facilities, and Human Resources. This is a part-time, non-exempt position, and reports to the Business Manager.

**Job Duties and Responsibilities:**

1. Student Billing and Accounts Receivable
  - Generate student billing for tuition and auxiliary programs (after-school childcare and activities)
  - Process payments received through various systems
  - Deposit all receipts into appropriate bank accounts on a weekly basis
  - Monitor Accounts Receivable for tuition and auxiliary accounts; Work closely with the Business Manager to coordinate collection processes as needed.
  - Reconcile accounts with Advancement/Development staff monthly
  - Assist families as needed with account questions
  - Assist in the reenrollment process as needed with enrollment agreements and financial assistance processing
  
2. Accounts Payable
  - Responsible for all areas of accounts payable, including receipt, entry of vendor invoices, generating and mailing checks on a weekly basis
  - Maintain vendor files
  - Assist vendors with inquiries
  - Responsible for maintenance and reconciliation of petty cash
  
3. Human Resources
  - Assist with updates and distribution of Personnel, Faculty, and Family handbooks annually
  - Assist with payroll processing
  - Maintain vacation accrual records
  
4. Other Accounting and Administrative
  - Assist with audit process in data gathering and organization
  - Update emergency supplies twice a year
  - Prepare for new school year with textbook/supply orders and file setup
  - Attend and take minutes at Finance Committee meetings as needed
  - Support the front office as needed

**Qualifications and Skills:**

- Bachelor's degree preferred
- Minimum of 3 - 5 years of relevant experience

- Demonstrated strengths in interpersonal skills, collaboration, and initiative
- Excellent written and verbal communication skills
- Exceptional organizational skills and attention to detail
- Ability to prioritize, organize, and manage multiple projects efficiently
- Ability to take initiative and work independently
- Able to handle highly sensitive and confidential information with discretion
- Flexible and collaborative team player
- Strong computer skills in Microsoft Office, Google Suites, and QuickBooks

Westerly School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Applicants, please submit a cover letter, resume, and written letters of recommendation to:  
Toni DiNapoli, Business Manager at [tdinapoli@westerlyschool.org](mailto:tdinapoli@westerlyschool.org) with "Business Office Associate - (your name)" written in the subject line.