Westerly School
Business Office Associate - part-time

Our School
Westerly School is an independent, non-sectarian Kindergarten through 8th grade school focused on whole child education. Through inquiry-based pedagogy and practices, Westerly School strives to recognize and meet the needs of every individual student to ignite within each child a lifelong love of learning as they discover their full and unique potential. Founded in 1991 by a group of parents who wanted to provide an alternative to the Long Beach Unified School District education, Westerly remains the only independent school in Long Beach. Westerly currently enrolls 180 students.

Position Description
As a Business Office Associate you will support all areas of the business office including accounting, facilities, and Human Resources. You will work closely with the Director of Finance and Facilities in the maintenance of the accounting records, producing financial statements, reconciling credit card statements and general ledger accounts. This is a part-time, non-exempt position, and reports to the Director of Finance and Facilities.

Position Essential Functions and Responsibilities include but are not limited to the following:

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 Director of Finance & Facilities 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
   - Support the front office as needed

Skills & Expectations:

- Be proactive, self-disciplined, and able to take initiative and work independently
- Excellent organizational skills and attention to detail
- Ability to prioritize, organize, and manage multiple projects efficiently
- Flexible and collaborative team player
- Demonstrated strengths in interpersonal skills, collaboration, and initiative
- Must be willing and comfortable seeking advice from peers and management
- Strong analytical skills and ability to solve problems
- Solution driven, positive attitude, a 'can-do' style, and stellar work ethic
- Strong verbal and written communication skills and must be comfortable advocating for change when warranted
- Ability to learn new systems and technology quickly
- Able to handle highly sensitive and confidential information with discretion

Qualifications:

- Bachelor's degree preferred
- Minimum of 3 - 5 years of relevant experience
- School and AP/AR experience a plus
- 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, Director of Finance & Facilities at tdinapoli@westerlyschool.org with "Business Office Associate - (your name)" written in the subject line.