



# The Taft School

110 Woodbury Road  
Watertown, Connecticut

## POSITION DESCRIPTION

JOB TITLE: Senior Accountant

DEPARTMENT: Business Office

REPORTS TO: Controller

SALARY RANGE: Salary Commensurate with Experience

POSITION / FTE: 1.00 (Full Time Exempt, Staff)

### Position Requirements:

The Senior Accountant supports the Controller with the responsibilities for all accounting, financial and audit functions for the school. Duties and responsibilities include, but are not limited to:

#### General:

- ◆ Contribute to the establishment and maintenance of best practices and internal control.
- ◆ Participate in supporting the development of written policy and procedures.
- ◆ Take an active role in researching and implementing process improvements and automation efforts to streamline and improve accounting processes.

#### General Ledger Functions:

- ◆ Coordinate the month-end and year-end close, including:
  - Preparation and analysis of monthly journal entries and batches.
  - Reviewing and posting of Accounts Payable batches to the general ledger.
  - Formal reconciliation of all balance sheet accounts, including cash and petty cash (i.e. bank reconciliations), as well as revenue and contributions accounts.
  - Generate balance sheet and income analysis reports.
- ◆ Maintain fixed assets records, including preparation and reconciliation of asset and depreciation reports.

#### Budgets:

- ◆ Prepare and distribute monthly department expense reports to all department heads.
- ◆ Analyze budget variances.
- ◆ In conjunction with the Controller, lead the annual budgeting process for department heads, working closely with them to understand current spending, predict future spending, and respond in a timely manner to questions.

#### Other:

- ◆ Coordinate and prepare the annual 990 and 990T filings, as well as vendor 1099s.
- ◆ Assist the Controller in coordinating the external audit process, including the preparation of financial statement groupings, and required audit schedules.
- ◆ Assist accounts receivable and accounts payable staff as needed.
- ◆ Other duties as assigned.



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## Minimum Desired Qualifications:

- ◆ Minimum of a Bachelor's degree in Accounting.
- ◆ Three to Five years of related accounting experience.
- ◆ Excellent attention to detail and strong quantitative and analytical skills required.
- ◆ Ability to work both independently and as a team member, prioritize work and meet deadlines while managing multiple tasks and maintaining a positive attitude.

## Preferred Experience:

- ◆ Prior experience in a boarding school or private school environment.
- ◆ Familiarity with Veracross and Blackbaud systems.

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*The Taft School is an affirmative action-equal opportunity employer. It is the policy of The Taft School to provide equal employment opportunities to all qualified individuals without regard to age, gender, race, color, national origin, ancestry, religion, actual or perceived disability, marital status, sexual orientation, gender identity or expression, veteran's status, genetic predisposition or any other class protected by law.*