

Full-Time Financial Office Position

The da Vinci School, a leading early education science-based school, and a wonderful place to work, is looking to hire a full-time Business Operations Manager/Accountant.

Primary responsibilities include:

- All financial related aspects of the school:
 - Payroll
 - Quarterly reports
 - Prepare financial statements
 - Prepare school operating budget
 - Accounts payable/receivable processing
- HR on-boarding:
 - Administer Background Checks
 - Labor law compliance
 - Licensing compliance
- Day Care Licensing record keeping,
 - Track all employee requirements
 - Yearly renewals
 - Compliance postings / records
- Administering financial related software applications:
 - QuickBooks Desktop Pro Plus 2021
 - FACTS/RenWeb
 - FACTS Financial / Aid Management
 - FACTS Giving
 - Greater Giving
 - Connecteam
 - CampBrain
 - School Website

Qualifications/Skills

- QuickBooks Desktop Payroll – 3+ years in payroll processing required.
- Minimum of 3-4 years of bookkeeping/staff accountant experience.
- School experience preferred.
- Experience with Microsoft software (e.g., Excel, Word).
- Detail-oriented, organized, consistent and dependable.
- Analytical/data-driven mindset; good with numbers and spreadsheets.
- Self-starter with focus on timelines and deadlines.
- Enthusiastic about learning new skills and software systems.
- Optimistic and upbeat.
- Comfortable working solo and interacting with other admin team members.

Please email resume to la@davincischool.org