



POSITION ANNOUNCEMENT:

Accountant

Every school . . . safe, supportive, engaging, and inspiring.

About Center for Supportive Schools (CSS)

The Center for Supportive Schools (CSS, formerly Princeton Center for Leadership Training) advances the efforts of schools across the country to develop all students into leaders who help make their schools *safer, more supportive, engaging, and inspiring*. CSS is driven by the vision that one day, all students will thrive in schools that graduate them prepared for the rigors of college and lives filled with meaningful work, active citizenship, and personal fulfillment. Our work directly addresses *disengagement from school*, a root cause of students dropping out of school and other high-risk behaviors for students in urban, suburban, rural, economically disadvantaged, or more affluent communities.

Since 1979, CSS has partnered with 500 schools and our impact can be seen in the experiences of 425,000 students. CSS partners with schools to help overcome disengagement by *engaging all members of the school community in the relationships and meaningful dialogue necessary to effect substantial and sustainable change in all students' school experiences*. We accomplish this through a thoughtful and collaborative planning, teambuilding, and training process with school leadership and other stakeholders; an intensive train-the-trainer strategy; user-friendly, rigorous, and relevant curricula; on-site technical assistance; fidelity monitoring; and program evaluation. CSS offers a wide variety of solutions, such as:

- **Peer Group Connection (PGC):** an evidence-based, school-based program that supports and eases students' successful transitions into middle and high school by tapping into the power of older students to create a nurturing environment for incoming students.
- **Teen Prevention Education Program (Teen PEP):** an evidence-based, school-based program that utilizes peer-to-peer education to increase responsible decision-making among students around issues of sexual health.
- **Achievement Mentoring (AM):** a school-based prevention and intervention program, developed by Dr. Brenna Bry, that pairs adult school staff with students in one-to-one mentoring relationships proven to reduce problem behaviors, improve academics, and reduce school dropout among at-risk students.
- **Campaign Connect/Community Schools:** a comprehensive, data-driven and relationship-based approach to engaging the school community in coordinated initiatives designed to improve student outcomes.
- **Customized solutions:** CSS also creates customized solutions in response to specific needs of schools. We have designed custom solutions for over 150 public and private schools throughout the United States.

CSS is a fast-paced, collegial, and team-oriented environment where each staff member plays a critical role in changing life trajectories for students and transforming school cultures.

For more information about CSS, visit: www.supportiveschools.org.

Position Description

Title: Accountant

General Position Description: The full-time *Accountant* will provide accounting and financial support to the organization. CSS is seeking a professional who wants to be connected to an organization doing exciting work in education and making a difference in the lives of young people – and who wants his or her contribution to take place behind the scenes via accounting and financial support. We are seeking someone who appreciates the importance of providing daily financial support and who will be professionally fulfilled by these fiscal responsibilities – someone who wants to contribute and grow in this financial role. We are seeking a committed and focused individual who can effectively work with financial details on a daily basis, working within tight timeframes to meet financial reporting deadlines, who can collaborate and communicate daily with the finance team and all staff, as well as vendors, and who will enjoy and embrace the work of a busy, productive office.

Detailed Position Responsibilities:

- Accounts Payable (A/P) processing and bill payment, coordinate payment for all expenses, ensure appropriate paperwork is obtained, work with vendors on direct billing situations, and investigate all issues related to A/P.
- Accounts Receivable (A/R) invoicing and follow-up collections. As required by client, prepare and upload extremely detailed electronic billing statements that align closely with the General Ledger.
- General Ledger (G/L) journal entries, including accruals, interfaces and adjusting entries. Compile residential training allocations and enter.
- Import credit card statements and expense reports monthly from our expense management software (currently Concur) into our accounting software (currently Microsoft Dynamics GP - Great Plains)
- Reconcile budgets for certain grants with the expenses against those grants.
- Support the monthly accounting close process by entering A/R, Cash Receipts (C/R), and other details into the accounting software, by performing bank reconciliations, and by assisting with other reporting tasks, including but not limited to those involving balance sheet schedules and program reports.

Candidate Qualifications

Education: Bachelor's degree in Accounting or related area

Professional Experiences and Personal Qualities/Skills:

- Bachelor's degree in Accounting or related area required
- Knowledge of non-profit principles a definite plus
- Experience with Microsoft Dynamics GP (Great Plains) accounting software a plus
- Knowledgeable in systems integration preferred
- Committed, focused, meticulous, hard-working individual with excellent attention to detail
- Excellent problem-solving skills
- Excellent verbal and written communication skills
- Self-starter with ability to work independently
- Fluent in Microsoft Office applications (Word, Excel, Publisher a plus) and Google docs

Supervisor: Lauren Wainczak, Senior Director of Finance

Location: The Accountant will be based at CSS's New Jersey office, located in Princeton, New Jersey.

Schedule and Salary: The anticipated starting date for this position is January 2018. Salary is competitive and based on experience.

To Apply

Interested applicants should email a cover letter and CV/résumé to resumes@supportiveschools.org. Please include (1) the word "Accountant" in the subject line of your email and (2) where you found the position posting in your cover letter. If possible, please email all documents in PDF format. People of color are strongly encouraged to apply.

Center for Supportive Schools is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and staff. CSS's Equal Employment Opportunity and Affirmative Action related policies are available upon request.