

# HILL SCHOOL

Hill School of Fort Worth is looking for a part-time **Accounts Manager** to join the Business Office team. Located in southwest Fort Worth, Hill School is a college preparatory, private school for K-12 students with dyslexia, dysgraphia, dyscalculia, ADHD, high-functioning ASD, and other learning differences. We hope you'll consider Hill School as your first choice employer! Learn more about our mission at [www.hillschool.org](http://www.hillschool.org).

## **Accounts Manager**

***Objective: The Accounts Manager fills a critical role in the business office, providing a secondary source of checks and balances for smooth, verifiable business practice.***

This position requires a motivated, well-organized individual with the ability to multi-task and complete weekly and monthly duties to support the Hill School business office. General duties include maintaining accounts payables, entering deposits, booking general ledger entries, as well as administering the online tuition billing system.

- Reports to: Business Manager
- Part-time position. Expected 20-25 hours week with flexibility

### **Primary Responsibilities:**

- Receive invoices, check for the validity of amounts, and post invoices into the Abila accounting system.
- Issue purchase orders to employees to ensure that spending has the approval of upper administration personnel.
- Assist with payroll as a control measure to ensure accuracy and accountability.
- Post journal entries to the general ledger and approve entries made by the Business Manager to ensure accuracy and accountability.
- Complete check runs semi-monthly to support consistent cash flow practices in the organization.
- Make deposits to the bank as needed; primarily using Remote Capture.
- Maintain accurate records and filing system for payables, deposits, and extracurricular billing.
- Manage Blackbaud Tuition Management online billing and Blackbaud Financial Aid Management service providers.
- Serve as liaison between Hill School families and the Blackbaud programs.
- Work with Director of Enrollment Management to issue enrollment contracts to families throughout the year.
- Serve as liaison for all FWISD professional development dollars in support of teacher development.
- Ensure that the school determines and communicates tuition assistance decisions in a manner that allows families to make timely, careful, and fully informed enrollment decisions.
- Safeguard the confidentiality of tuition billing, tuition assistance decisions, and all records.

### **Qualifications:**

- Bachelor's Degree preferred
- The ideal candidate has 2-3 years of experience in accounting (Accounts Payable and/or General ledger)
- Proficiency in Microsoft Office products expected; Blackbaud experience preferred.

To apply, please submit your resume and cover letter to Joanna Gant at [jgant@hillschool.org](mailto:jgant@hillschool.org).

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