

**SUCCESS
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Title: Bookkeeper

Anticipated start date: July/August 2024

About Springer

Springer School and Center is a caring community supporting students diagnosed with learning disabilities and their families. Springer serves the community through four pillars: Springer Lower School and Middle School (grades 1-8), Springer High School (grades 9-10), Springer Diagnostic Center, and Springer Learning Center. Together, our Learning Center and Diagnostic Center are referred to as the “Center”. Springer faculty and staff embrace the organization’s mission and incorporate the core values of student growth/development, staff expertise/development, partnership, communication, and stability in their daily work.

Position Summary

Bookkeeper position to support VP of Finance and Business Manager with accounting and project work including financial statement preparation and budget preparation.

Project Goals

- Assist with general ledger, account reconciliations and journal entry functions
- Produce income statements and balance sheets
- Prepare and review financial reports
- Assist with internal and external audits
- Perform month/year-end functions
- Perform accounts payables and accounts receivable functions (to be determined)
- Function in accordance with established standards, procedures, and applicable laws

Qualifications required:

- Bachelor’s degree in Accounting or equivalent experience
- Account reconciliation and accounting software experience.
- Financial statement preparation experience.

Qualifications preferred:

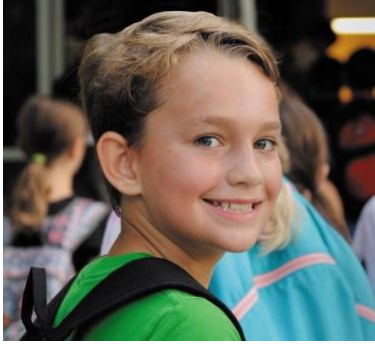
- 5+ years accounting experience.
- Experience with annual review or audit process.

Key Characteristics: Smart, dependable, personable and tech-savvy.

Terms of Employment: Full-time.

How to Apply

Qualified applicants should email a resume and cover letter to Mark Priest, mpriest@springer-ld.org, and CC Michelle Renn: mrenn@springer-ld.org. The subject line of that email should reflect the position title.



Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.

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