



STAFF ACCOUNTANT

About Us

Established in 1928, Bellarmine Preparatory School is a sponsored work of the Society of Jesus and has a rich Catholic, Jesuit tradition, with a history of excellence in academics, athletics, the arts and multiple community activities. At present, the diverse co-ed student body has an enrollment of approximately 850. Over 98% of Bellarmine graduates go on to 4-year college. Our campus sits on 44 acres on a hilltop in the middle of Tacoma, Washington, and includes 9 buildings, extensive athletic facilities, parking lots and landscaping.

Description

This position reports to the Chief Financial Officer and is responsible for providing support for accounting, payroll and human resource responsibilities in the Business Office.

Roles & Responsibilities

- Coordinate and process biweekly and monthly payrolls
- Review year end payroll reports and tax filings
- Reconcile invoices for benefit contributions to payroll deductions
- Prepare variance reports and forecasting related to salary budgets
- Process claims and forms for Labor & Industries, FMLA, ACA, short-term disability and COBRA
- Assist with tax filing preparations to complete form 5500
- Manage process for open enrollment for benefits
- Participate and gather information for school surveys
- Manage employee reimbursement requests
- Print and distribute departmental financial statements
- Prepare and post journal entries to the general ledger
- Perform various balance sheet reconciliations
- Prepare year end audit schedules related to payroll accounts
- Identify and participate in process improvement initiatives that enhance workflow and/or improve the work environment
- Support the work of the CFO with other operational tasks and projects as assigned

Qualifications

- Bachelor's degree in accounting
- The ability to prioritize multiple tasks, manage deadlines and solve problems effectively and efficiently in a service-oriented manner
- Advanced executive functioning skills and computer proficiency, particularly with Microsoft Excel
- Desire to continue to grow professionally and learn new skills

Benefits and Compensation

Bellarmino Preparatory School offers a competitive compensation and benefit package. Salary is commensurate with experience.

Submittal

Send your **cover letter and resume** to labontet@bellarmineprep.org.