

1/9/2020

The St. Paul's Schools is pleased to announce an opening for a full-time **Accounting and Payroll Associate**.

School Overview

The St. Paul's Schools is a family of independent schools located in Brooklandville, Maryland. With more than 1,400 students from ages 6 months to grade 12, St. Paul's Pre and Lower School (coed), St. Paul's School for Girls, and St. Paul's School for Boys share a 120-acre campus, an Episcopal affiliation, and a focus on developing confident, well balanced students who will use their education and ethics to improve the world. In July 2018, the schools unified under the umbrella of The St. Paul's Schools, with a single board of trustees and one president, but each school retains its individual traditions and its gender-specific programs. A coordinated structure allows The St. Paul's Schools to preserve the small-school feel within each school while sharing resources and certain programs to maximize opportunities for students. With St. Paul's unique model, boys and girls are taught together and separately at just the right times in their development.

Position Requirements

- Process bi-weekly payroll
- Reconcile monthly benefit billing including health and all ancillary benefits
- Submit bi-weekly 403(b) remittances
- Miscellaneous receivable reconciliation
- Provide customer service to employees
- Other duties as assigned

Key Qualifications

Bachelor's degree in business or accounting or related field is required, along with 1-3 years of established payroll processing experience. Familiarity with Paycom preferred, but not required. Candidate must have strong technology skills, including Microsoft Office. A highly organized, personable individual with high integrity is essential. Excellent interpersonal, communication, writing and organizational skills a must.

The St. Paul's Schools are committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Full-time employees are eligible to participate in our comprehensive benefits program which includes, but is not limited to, medical, dental, vision, disability and 403(b). Other supplemental benefits include stipended lunch, onsite fitness center and tuition remission. Salary is commensurate with experience.

Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Director of Employee Recruitment and Retention, at sduckett@stpaulsmd.org. The St. Paul's Schools is an equal opportunity employer.