



Lawrence School

Great Minds Don't Think Alike

Lawrence School is a co-ed, K-12, independent school serving approximately 300 students from 11 counties and 80 communities across Northeast Ohio. We have two campus locations in Northeast Ohio. The Lower School in Broadview Heights serves kindergarten-through sixth-grade students, while the Upper School in Sagamore Hills serves seventh-through 12th-grade students. For more than 50 years, Lawrence School has followed its mission to “Teach students using diverse learning strategies, ignite their potential, and inspire academic, personal, and social success,” by delivering academic excellence to students with dyslexia, dysgraphia, dyscalculia, and ADHD. In some environments, these diagnoses are called learning disabilities. At Lawrence School, we refer to the unique way our students process information as simply learning differences. We know great minds don't think alike!

Lawrence School has a faculty and staff consisting of 93 full-time and 24 part-time employees. Lawrence School is a proud member of the National Association of Independent Schools (NAIS), the Association of Learning Differences Schools (ALDS), the Ohio Association of Independent Schools (OAIS), the Cleveland Council of Independent Schools (CCIS), and is accredited by the Independent School Association of the Central States (ISACS).

POSITION TITLE: ACCOUNTANT

Reporting to the Chief Financial Officer, this position is responsible for completing varied duties in the daily operation of the Business Office. Works with the Business Department Specialist to ensure that all functions are complete. Requires interfacing and working with all school departments and staff members.

- This is a twelve (12) month position.
- Projected start date: January 5, 2026
- FLSA: Exempt Position

Please note: The following description is not intended to be all-inclusive and may not include all of the duties, knowledge, skills, or abilities associated with this position.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, Accounting, or related field preferred
- Accounting, bookkeeping and/or recordkeeping experience
- Payroll, accounts receivable, and accounts payable experience
- Proficiency with Microsoft Office and Sage (or similar) accounting software

JOB DUTIES:

Annual Updates

- Budget – Enter approved budget into accounting system
- Forecast – Update the forecast file to list actuals for the previous year
- Cash Projection – Update file for new fiscal year
- Grants – Set up Grant Rollforward file for the new fiscal year

Month-End Close

- Tuition Receivables – Reconcile file and prepare journal entries
- Investments – Prepare summary file using investment account statements
- Forecast – Update original budget file to a revised forecast at the end of each month
 - Update YTD to actual, revise forecast for remaining months in fiscal year
- Financial Statements – Prepare monthly internal financial statements
 - Internal detail and summary information for Board of Directors
- Cash Projection – Update cash projection for fiscal year
- Update Debt Covenant calculations on month-end statements

Grants

- Create and maintain database of grant receipts and usage
- Provide updates and information to the Grants Coordinator as needed
- Send reports to the State of Ohio and other grantors as required
- Update Grant Rollforward Schedule during month-end close process

Accounts Payable

- Receives invoices, enters general ledger account numbers (to which expense will be posted) on the invoices, obtains CFO approval for the invoices, prepares invoice payment checks, and maintains file of paid invoices
- Management of forms W-9 file and oversight of preparation of forms 1099

Financial Aid Committee Member

- Participate in Financial Aid Committee meetings to determine financial aid awards
- Interface with families if there are questions about financial aid or payment plans

Budget and Forecast – Athletics and Extracurriculars

- Athletics (Upper School)
 - Annually
 - Prepare budget for athletics (using past year's actual as baseline)

- Meet with the Director of Athletics and Head of Upper School to finalize the annual budget
 - o Monthly
 - Update YTD to actual and revise forecast for remaining months in fiscal year
 - Share file with the Director of Athletics and confirm that Director expects to be at or under budget for the year
- Extracurriculars (Upper School)
 - o Annually
 - Prepare budget for extracurriculars (using past year's actual as baseline)
 - Meet with the Director of Campus Life and Head of Upper School to finalize the annual budget
 - o Monthly
 - Update YTD to actual and revise forecast for remaining months in fiscal year.
 - Share file with Director of Campus Life and confirm that the Director expects to be at or under budget for the year

Annual Surveys

- Gather and prepare financial information for the NAIS and OAIS annual survey

Backup for Business Department Specialist

- Perform all functions of Business Department Specialist as needed, including but not limited to:
 - o Accounts Receivable posting
 - o Cash management
 - o Payroll
 - o Benefits
 - o Auxiliary funds
 - o Supply ordering

Other Responsibilities

- Perform other work-related duties as assigned
- Support the mission of Lawrence School

KEY SKILLS AND KNOWLEDGE:

- Maintain positive demeanor and willingness to help employees and parents with questions
- Ability to follow and implement procedures and rules in a fair and uniform manner
- Strong written, verbal, organizational, and interpersonal skills.

- Attention to detail/accuracy, timely implementation, and quality performance
- Consistently exercise discretion and judgment

TO APPLY:

Please email a resume, cover letter with salary requirements, and three professional references to Mary Garrett at mgarrett@lawrenceschool.org no later than **Friday, November 21**. No phone calls, please.