

Job Posting Accountant/Bookkeeper

School Overview

Alto International School, founded in 1988, is an IB World School from preschool to high school offering the Primary Years Program, Middle Years Program, and the IB Diploma Program. Alto provides an international education in the heart of Silicon Valley with companies such as Facebook and Google just a few miles away.

Alto's mission is to provide an outstanding international, multilingual education focused on inquiry-based learning with the goal to foster confident, creative and responsible learners, and global thinkers. Alto is accredited by the International Baccalaureate Organization (IBO) and the Western Association of Schools and Colleges (WASC).

Position Overview

Your tasks as accountant/bookkeeper will include data entry in QuickBooks, account analysis and reconciliations, cash flow analysis, etc. To succeed in this role, you must be proficient at analyzing information. This is a part time to full-time position including benefits if full time.

Duties:

- Work with department heads to ensure compliance with school accounting policies, procedures and controls and provide support on special requests
- Work with third party providers for human resource functions including payroll, benefits, insurance, etc.
- Oversee cash receipts and disbursements
- Review enrollment agreements and changes
- Review billing for tuition, afterschool care. Extracurricular activities and other incidentals
- Work with Director of Development to track donations and other fundraising initiatives
- Apply oneself to various department-wide initiatives
- Ad-hoc projects as necessary
- Position could include any of the above, the ideal candidate will be flexible and willing to take on tasks as required, eager to learn and possess great attention to detail, common sense approach to tasks.

Requirements:

- Excellent oral and written communications skills, German language fluency helpful but not required.
- Good people skills / customer service skills – high interaction with other staff and parents
- Strong analytical skills
- Experience in QuickBooks payroll, organizing, human resources, standard office software (Excel, Word, Google, etc.). Payroll experience a plus.
- BA/BS in accounting, preferred
- 3+ years of overall general accounting experience, ideally with a school or other nonprofit
- Ability to work well in flexible organization and dealing with ambiguity
- Exceptional time management skills preferred
- Self-starter, ability to identify issues and resolve problems
- The position can be structured around regular full-time hours or part time during school hours

Applications & Questions

To submit your application, please email Evelyn Lassman at elassman@altoschool.org. To learn more about Alto International School, please visit our [website](#).

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AltoSchool.org

