



Staff Accountant

Department - Business Office

Job Type – Year-round/Full-time

FLSA – Non-Exempt

Reports to - Chief Financial Officer

Supervises – N/A

Our Mission

Every student. Every mind. Every heart. Known. Inspired. Challenged.

Our Vision

A compassionate community of diverse learners empowered and determined to reach their unique potential and positively impact the world.

Brownell Talbot School Values

Compassion: We believe in considering the unique needs of others; we show compassion by seeking to understand with genuine care, and we build a sense of belonging for everyone.

Respect: We believe in treating everyone with dignity; we show respect by valuing ourselves and others through our words and actions, and by taking great pride in our school.

Responsibility: We believe we are capable; we show responsibility by meeting expectations, finding solutions, and giving our best to each other.

Integrity: We believe in doing the right thing; we show integrity by keeping commitments and telling the truth, even when it's not easy.

Our School

Brownell Talbot, founded in 1863, is a Nebraska state-approved preschool through grade 12 school. We are a member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS) and are accredited by Cognia. Brownell Talbot is an exciting environment for professionals who like to be part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community. Brownell Talbot fosters an educational environment that is inclusive and accepting of diverse individuals and viewpoints.

Position Description

The Staff Accountant will demonstrate a strong proficiency in Generally Accepted Accounting Principles (“GAAP”), utilize analytical and problem-solving skills, and work closely with the Business Office team to ensure accurate financial reporting for all internal and external stakeholders.



Key Duties and Responsibilities

- Reconcile and review transactions related to cash, accounts payable, and accounts receivable.
- Ensure accurate and appropriate coding and approval of all revenue, expenditure, and journal transactions to their appropriate accounts, including proper net asset classification.
- Assist the Chief Financial Officer in preparing workpapers or schedules for the annual financial audits including the school's financial statements audit, as well as the annual IRS Form 990.
- Collaborate with external departments in preparing all periodic surveys and compliance reports for various school industry organizations (e.g. NAIS, ISACS, NBOA).
- Prepare, review, and file tax forms, including but not limited to, annual excise tax report (form 720), nonprofit biennial registration form, property tax exemption, unclaimed property tax return, Nebraska raffle returns (Forms 51 and 35B).
- Reconcile credit card accounts monthly and determine monthly benefit allocations and year-end accrual entries.
- Partner with the Advancement Team on reconciliation of fundraising revenue.
- Prepare, reconcile, and report on construction activities, asset acquisition and disposal, and maintain the fixed asset depreciation schedule.
- Maintain customer confidence and protect operations by keeping financial and personnel information confidential.
- Actively stay current on new regulations in GAAP, relevant non-profit accounting issues and private school industry trends and activities.

Qualifications

- Bachelor's degree in accounting.
- CPA certification preferred.
- 2+ years of relevant experience in accounting or finance roles.
- Dependable with high level of accuracy in preparing and entering financial information.
- Demonstrated analytical, problem-solving skills, time management skills, and attention to detail.
- Strong verbal and written communication skills.
- Must be able to work intuitively and independently, as well as part of a team.
- QuickBooks experience or a strong financial systems acumen strongly preferred.
- Strong proficiency in Excel.
- Experience with Google Suite preferred.

Application process: Interested candidates are invited to visit brownell.edu/careers to obtain an application. Please submit the completed application, resume, and cover letter to careers@brownell.edu.



Brownell Talbot College Preparatory School does not discriminate on the basis of race, color, religion, gender, gender identity, age, disability, marital status, sexual orientation or based on any other status protected under local, state, and federal law, in admission or access to, or treatment of employment or educational programs and activities.