



ST. MARK'S EPISCOPAL DAY SCHOOL

Job Title: Accounting and Payroll Specialist

Position Type: Part-Time

Location: St. Mark's Episcopal Day School, Austin, TX

About St. Mark's Episcopal Day School:

St. Mark's Episcopal Day School provides a safe, nurturing, and joyous community for children to experience and develop compassion, empathy, and creativity; to learn about and engage with the natural world; and to build a foundation for a life-long love of learning.

Position Summary:

St. Mark's Episcopal Day School is seeking a detail-oriented and experienced Accounting and Payroll Specialist to join our Office team. This position reports directly to the Head of School and plays a key role in maintaining the school's financial integrity. The ideal candidate will bring a strong background in accounting and payroll—particularly within nonprofit and educational settings—and a proactive, collaborative spirit.

Qualifications:

- Associate's degree required; Bachelor's degree preferred (Accounting or related field strongly preferred)
- Minimum of 3 years of accounting and finance experience; nonprofit experience preferred
- Solid understanding of accounting principles and procedures
- Proficiency in preparing financial statements and managing general ledger functions
- Experience with month-end/year-end closings, financial consolidations, and audits
- Familiarity with nonprofit, educational, and property management accounting practices
- Knowledge of payroll processing and relevant wage/labor regulations
- Experience preparing and reviewing tax filings (corporate, partnership, payroll, nonprofit)
- Strong QuickBooks skills required (bonus pay for QuickBooks Pro Certified candidates)
- Excellent written and verbal communication skills
- Meticulous attention to detail and organizational skills

Essential Responsibilities:

- Partner with the Head of School to maintain accurate financial records
- Provide regular financial forecasts and strategic analysis to support decision-making.
- Reconcile financial transactions
- Manage financial operations including bookkeeping, payroll, accounts payable, receivables, tuition and reporting.
- Oversee risk management practices and ensure compliance with regulatory requirements
- Prepare and review monthly and annual financial statements and budgets
- Oversee billing, accounts receivable, and revenue tracking
- Process weekly accounts payable and prepare semi-monthly/monthly payroll for review
- Maintain and update employee payroll records
- Manage incidental billing and collections
- Other duties as assigned by the Head of School

To Apply: Interested candidates should email a cover letter and resume to schooloffice@stmarksdayschoolaustin.org.

- *St. Mark's Episcopal Day School is an inclusive community and an Equal Opportunity Employer. We celebrate diversity and are committed to creating an equitable environment for all employees. Employment decisions are based on qualifications, merit, and the needs of the school.*