



monarch school
education. opportunity. transformation.

Monarch School Project ACCOUNTING COORDINATOR

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with an accredited education, social emotional learning opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project. For more information, please visit www.monarchschoools.org.

Position Summary

The Accounting Coordinator will perform basic accounting functions including processing Payroll, Accounts Payable, and general data entry.

Reporting Relationship

The Accounting Coordinator reports to the Controller, however the incumbent must be able to communicate with other team members, Board of Directors, and external stakeholders.

Supervisory Responsibilities

The incumbent in this position will not have any supervisory responsibilities.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

Payroll

- Works closely with HR to ensure all new hire, transfer, and term paperwork is processed timely and accurately in ADP WorkforceNow.
- Maintains information in the payroll system, including updating rates, paid leave and holidays, deductions and withholding, address changes, and other information
- Receives and processes garnishment requests.
- Previews electronic timecards for accuracy and ensures manager approvals have been completed.
- Processes bi-weekly payroll for a staff of 50-75 with a high attention to accuracy, ensuring that all staff are paid correctly.
- Run and upload post-payroll reports into the accounting system

- Processes final and manual checks between payroll cycles, and respond to questions from employees
- Maintain accurate payroll and financial files

Accounts Payable

- Monitor incoming submissions of bills and receipts to Bill.com
- Perform data-entry into Bill.com and Quickbooks- ensuring proper coding and allocation of expenses
- Route transactions for appropriate managerial approvals
- Set up and maintain Vendors in Bill.com and Quickbooks – ensuring accuracy of addresses and electronic payment information.
- Ensure timely processing of invoices for payment- running both electronic and paper check batches
- Troubleshoot payment errors and staff questions about payment status

General Accounting

- Help with Month-End closing procedures- including but not limited to updating supporting spreadsheets of GL accounts and reconciliation of clearing accounts
- Perform data entry of journal entries as requested by Controller
- Assist with data collection for annual budget process
- Support Controller with annual Audit- pulling backup and uploading to the file exchange
- Provide support for creation and distribution of monthly Budget vs Actuals reports.

General Responsibilities

- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that “Students Come First” at all times
- Protect students’ rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers and audiovisual equipment
- Performs other duties and projects as assigned

Preferred Skills

- Knowledge of ADP Workforce now or similar payroll platform
- Knowledge of Quickbooks
- Knowledge of Bill.com
- Proficiency in MS Office applications, with emphasis on Excel
- Ability to maintain confidentiality of sensitive information
- High level of accuracy, attention to detail, and ability to complete work assignments on deadline

Education/Experience

- 1-2 years experience with payroll and accounting (preferred)
- Proven track record of performing highly detailed tasks in a work environment

Certificates and Licenses

A valid California driver's license is required.

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, non-exempt position with pay starting at \$25 per hour for 40+ hours per week.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with "**Accounting Coordinator**" in the subject line. This position will remain open until filled.