



## JOB POSTING

**Position:** Staff Accountant

**Location:** Remote/ Flexible Scheduling

**Job Type:** Part Time, 20 hours per week

**Pay:** \$25-\$28 per hour

Clonlara School is seeking a detail-oriented and experienced **Staff Accountant (Part-Time)** to support our Finance Department. This remote position involves processing transactions, preparing reconciliations, supporting audits, and maintaining accurate financial records. The Staff Accountant will report directly to the Director of Finance.

### About Clonlara

Clonlara School is a nonprofit, K–12 private school with a vibrant campus in Ann Arbor, Michigan, and a global reach through our Off-Campus Program.

At Clonlara, we cultivate a joyful *Culture of Trust* built on teamwork, adaptability, generosity, and shared purpose. Grounded in our core values, we grow together in a supportive, mission-driven environment that embraces change and inspires lifelong learning.

### Responsibilities

- Enter bills and process bill payments in QuickBooks Online.
- Prepare and analyze reconciliations for general ledger accounts, bank accounts, and credit card statements.
- Support monthly and weekly meetings with finance and global staff.
- Assist with audits, budgets, and financial reporting.
- Resolve discrepancies and maintain accurate records.
- Perform other duties as assigned.

*This is an overview of the expectations for this position. A more detailed description of this role will be provided during the interview process.*

### Background and Skills

We are looking for candidates who:

- Have an Associate's degree in accounting or equivalent required.
- Strong understanding of accounting principles and bookkeeping practices.
- Proficiency in QuickBooks Online.
- High attention to detail and accuracy in data entry.
- Basic mathematical skills and verbal communication skills.
- Strong cross-cultural understanding, the ability to communicate with diverse populations, and a collaborative, non-judgmental approach to individual circumstances, preferences, and choices.



- Excellent verbal and written communication skills.
- Time management skills, including: Organizing one's own work, coordinating projects, setting priorities, meeting deadlines, and following up on assignments with a minimum of direction.
- Basic understanding of Office 365 tools (Teams, Word, PowerPoint, and Excel).
- Confidence using technology, working remotely and experience with Microsoft Office tools.
- Receptiveness to coaching and the ability to accept/follow guidance from others.

### **How to Apply**

Attach a **cover letter** (required) to the first page of your **resume** in PDF or MS Word format.

Apply: <https://clonlara.org/career/>