



Position: Accounting Assistant

Location: Remote – US Based

Job Type: Full Time

Clonlara School is seeking a detail-oriented Accounting Assistant to support our Finance Department in delivering accurate, responsive, and student-centered financial services. The ideal candidate brings hands-on experience with tuition payment systems or CRM platforms such as Blackbaud Tuition Management, along with a strong foundation in Accounts Receivable, Accounts Payable, and reconciliation work.

As a key contributor to our financial operations, you will process transactions, maintain organized records, support payroll, and help ensure that our accounting practices align with Clonlara’s policies, procedures, and mission. Your accuracy and follow-through will help us provide families with efficient, transparent, and reliable financial support.

This position is fully remote and part of a global organization, requiring strong cross-cultural communication skills, sound judgment, and the ability to manage multiple priorities in a fast-paced environment.

Responsibilities

- Conducting routine data entry for Accounts Receivable, including but not limited to:
 - Creating invoices
 - Applying payments
 - Collecting on delinquent accounts
- Conducting routine data entry for Accounts Payable, including but not limited to:
 - Entering bills for payment
 - Processing bill payments
- Preparing and analyzing reconciliations for:
 - general ledger accounts
 - bank accounts
 - credit card statements
- Processing payroll, including but not limited to:
 - Maintaining payroll records
 - Collecting and submitting payroll data to payroll service
 - Processing payroll reports
- Resolve discrepancies and maintain accurate records.

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



Education & Experience

- Associate degree or higher in Accounting, Finance, or related field required; equivalent combination of education and experience considered.
- 2+ years bookkeeping or data-entry experience.

Qualifications

- The ideal candidate will have demonstrated the following attributes and abilities:
- Experience with Accounts Receivable, Accounts Payable, and payroll processing preferred.
- Experience preparing reconciliations (bank, credit card, general ledger) strongly preferred.
- Experience using tuition payment systems, student billing platforms, or donor/constituent management systems such as: Blackbaud (Financial Edge, Raiser's Edge, Tuition Management)
- Proficiency in QuickBooks Online and Microsoft Excel.
- High attention to detail and accuracy in data entry and financial reporting.
- Familiarity with payroll systems or financial reporting tools is a bonus.
- Strong cross-cultural understanding, the ability to communicate with diverse populations, and a collaborative, non-judgmental approach to individual circumstances, preferences, and choices.
- 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.
- Proven ability to maintain a high level of confidentiality.
- Demonstrates openness to coaching, readily accepts direction, and collaborates effectively with supervisors and colleagues.
- Shows a strong commitment to teamwork and collaboration within a service-oriented environment.

About Us

Clonlara School is an accredited, K–12 nonprofit school based in Ann Arbor, MI, and serving students both locally and around the world. What started as one small school in 1967 is now a global learning community with 2,300+ students in 80+ countries, services in six languages, and a staff of 90+ professionals spread over nearly every continent.

We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.