**Beacon Hill Schools** is seeking a detail‑oriented and proactive **Part‑Time Accountant** to support our growing group of early‑learning childcare centers. In this role, you will own day‑to‑day accounting functions—accounts payable, accounts receivable, monthly reconciliations, and full‑cycle payroll—ensuring financial accuracy, timely vendor/vendor payments, and compliance. There’s strong potential to transition to full time as our business expands.

**Position Details:**

* **Hours**: 20 hours per week
* **Availability**: Must be able to work within core business hours (8:00 AM-5:00 PM), Monday through Friday
* **Location:** Watkinsville, GA

**What You’ll Do**

Accounts Payable (AP):

* Receive, code, and organize vendor invoices
* Verify invoice accuracy and secure necessary approvals
* Schedule and execute bill payments to maintain positive vendor relationships and optimized cash flow
* Track and forecast cash requirements; alert leadership to variances

Accounts Receivable (AR):

* Record and monitor daily deposits, reconciling to the POS system
* Generate billing statements and follow up on outstanding balances
* Collaborate with center directors to resolve discrepancies and improve collections

Reconciliations:

* Perform monthly bank reconciliations for four accounts
* Investigate and clear variances or outstanding items
* Prepare reconciliation summaries and supporting schedules for review

Payroll Processing:

* Manage full‑cycle payroll—from timecard auditing through ACH/vendor submissions
* Coordinate with HR to ensure accurate entry of new hires, terminations, and pay‑rate changes
* Maintain payroll records, tax filings, and related documentation in compliance with federal and state regulations
* Respond to inquiries regarding pay and deductions

General Ledger & Reporting:

* Post journal entries as needed (accruals, prepaids, adjustments)
* Assist in month‑end close activities
* Support annual audit and tax‑preparation processes

**What We’re Looking For**

* Associate’s or Bachelor’s degree in Accounting, Finance, or a related field—or equivalent work experience
* 2+ years of hands‑on experience in bookkeeping or accounting roles, including full‑cycle payroll
* Proficiency with QuickBooks Online, ADP payroll, and Microsoft Excel (pivot tables, VLOOKUP)
* Familiarity with POS systems and bank integrations
* Ability to manage multiple priorities in a fast‑paced, scaling environment

**Ideal Candidate Qualities**

* Exceptional attention to detail and organizational skills
* Strong analytical mindset with the ability to reconcile complex accounts
* Effective communication skills to partner with non‑finance stakeholders
* High level of integrity and discretion when handling confidential information
* Self‑motivated, adaptable, and committed to supporting our mission

**Join our team and make a real difference every day by ensuring our financial operations are accurate, compliant, and supportive of our educational mission!**