

JOB OPENING GENERAL LEDGER ACCOUNTANT

Georgetown Visitation Preparatory School invites applications for a full time General Ledger Accountant in the Finance Department. Located in Washington, DC and founded in 1799, Georgetown Visitation Preparatory School educates young women in grades 9 – 12 in a faith-centered community focused on educational excellence and rooted in the Roman Catholic faith and Salesian tradition.

The General Ledger Accountant is responsible for general ledger system management including preparing month account reconciliations and insuring the accuracy of major input from Development database (Raiser's Edge), student database (Veracross), tuition payment system (FACTS), and student payment system applications; validates the assimilation of data into General Ledger (Intacct) and reviews for accuracy and completeness. A full job description will be available during the interview process.

A Bachelor's Degree with one to two years of demonstrated hands-on experience in accounting required. Strong technical skills and advanced proficiency in Excel required. Good working knowledge of accounting software packages such as Intacct, Great Plains, or Solomon a must. Demonstrated ability to create and maintain financial reports, including setting up and maintaining accounting groups is required. Knowledge of payroll systems software and Microsoft Office Suite required. Non-profit experience a plus.

Physical Requirements include the ability to move around campus and into several non-ADA compliant buildings, spend long hours sitting and using office equipment and computers and light lifting of supplies and materials from time to time.

To be considered, please email resume, cover letter - including salary requirements, and Employment Application (found on the employment page of www.visi.org) to [hiring@visi.org](mailto: hiring@visi.org).