



MONTESSORI
School of Denver

Montessori School of Denver (MSD), located in beautiful Colorado, is seeking a full-time **Staff Accountant** for the 2022-2023 school year. The position will begin in July 2022.

Job Overview: The Staff Accountant is part of the MSD Business Office and will perform accounting functions in accordance with standard procedures in the following areas: general accounting, accounts payable, accounts receivable and payroll. The ideal candidate will be an energetic, conscientious, and detail-oriented person who enjoys making a difference, being part of a team and takes pride in their career. [Click here](#) to view the complete job description.

About Our School: MSD provides an engaging, empowering, and sound Montessori educational program for students ages 2-14. Our school is accredited by the National Association of Independent Schools (NAIS), the Association of Colorado Independent Schools (ACIS), and the American Montessori Society (AMS)¹. Founded in 1964, MSD is the oldest Montessori school in the Denver metro area. In 2015, MSD completed a comprehensive multi-million-dollar expansion plan to complement its existing facilities. A new Arts and Athletics Center, enhanced outdoor learning and play environments, a new Toddler Village, updated Middle School space, a thriving Urban Farm and one of a kind Vertical Farm, and a state-of-the-art Science and Innovation Tower were added to provide an exceptional, experiential, educational environment for all of our students.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree with a major in accounting
- Knowledge of commonly used concepts, practices, and procedures in accounting including GAAP
- Proficient in MS Office; exceptional skills in Excel desired
- Excellent verbal and written communication skills

Reports to: CFO

Department: Administration

Supervises/Supports: N/A

FLSA Status: Nonexempt², 40 hours per week, Number of Days Paid – 260

Compensation: Salary Range \$55,000-\$60,000

Montessori School of Denver offers an excellent compensation package including paid time off, health, dental, vision, 403(b) with matching and more; wide-ranging opportunities for professional development; and a talented and dedicated staff of teaching professionals and supportive

¹ Accredited with non-traditional Montessori age grouping at the Elementary II and Secondary levels.

² Nonexempt employees are eligible for paid overtime over 40 hours per pay week. However, a nonexempt employee may not work overtime without supervisor permission. A nonexempt employee may only work the hours that they are scheduled to work.

administrators. Successful candidates will join a dynamic, supportive, and forward-thinking teaching community of over 70 individuals.

Montessori School of Denver does not discriminate on the basis of race, religion, age, sex, sexual orientation, national origin, or disability.

Applicants are invited to visit Montessori School of Denver's website (montessoridenver.org) to learn more about the school and its programs.

To Apply: Complete your application today at <https://montessoridenver.org/employment-opportunities/>. Send completed application and resume to the attention of Lydia Desmarais, Director of Human Resources, by emailing hr@msd-co.org or faxing 303-757-6145. We look forward to hearing from you!