



Opportunity Statement

Accounting Manager

Named in honor of Louise Thaden, a pioneering aviator from Bentonville, [Thaden School](#) opened in the fall of 2017 with just 50 students in Grades 7 and 9. With its well-resourced tuition assistance program, the School has grown steadily, and enrollment exceeds 300 students in Grades 6 to 12 in the 2022-23 academic year. Designed by a world-class team of architects, the School's 30-acre campus in downtown Bentonville will support as many as 525 students in Grades 6 to 12.

Thaden School now seeks an Accounting Manager that reports to the Director of Finance and Accounting.

Role and Responsibilities

- Providing day-to-day administrative/clerical assistance to the Director, including general bookkeeping, preparation of journal entries, month-end close, reconciliations, and maintaining accounting records and files.
- Providing support for the annual audit, tax return, grant requests, and operational budget management and development.
- Managing accounts payable processes through Blackbaud accounting software.
- Receiving and processing accounts receivable, including making deposits to the bank.
- Building relationships with faculty, staff, and parents, and serve as a collaborative and resourceful member of the business office team.
- Managing student tuition accounts using Blackbaud Tuition Management software.
- Managing donations and reconciliations using Blackbaud Raiser's Edge software.
- Serving on the Admission's Indexed Tuition Committee.
- Managing the Thaden school store financials and business club.
- Managing data entry for national and regional benchmarking using independent schools databases.

- Additional duties as assigned.

Skills, Qualifications, and Attributes

- Bachelor's degree in a field related to accounting, business, finance, or equivalent work experience.
- Three to five years of related job experience.
- Relevant experience in a non-profit or school environment preferred.
- Demonstrated proficiency with Excel and facility with Blackbaud Financial Edge preferred.
- Ability to communicate effectively and work collaboratively with a diverse group of students, parents, staff, faculty and other constituents.
- Ability to protect and handle student records and other highly confidential information.
- Excellent organizational skills.
- Ability to prioritize and manage multiple responsibilities in a self-directed manner.
- Ability to model and exercise good judgment and discretion, and maintain complete confidentiality.
- Ability to positively represent the school in all settings and circumstances.

Physical Requirements

- Job frequently requires standing, walking, and handling objects with hands.
- Job occasionally requires reaching, climbing, stooping, kneeling, pushing, pulling, and lifting up to 50 pounds.
- Some work performed outside, exposed to changing weather conditions.

Wage Classification

Based on the duties and requirements above, this position will be paid as a salaried exempt employee.

Applications

Please submit your application materials through our online portal for [Thaden School Job Opportunities](#). Applications should include a cover letter and resume. Thaden is an equal opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and

sexual orientation. Applications by members of all underrepresented groups, including women and people of color, are encouraged.

Salary will be competitive within the independent school sector. All offers of employment are contingent upon successful completion of a criminal background check.

About the School

A non-sectarian independent school under the direction of its own board, Thaden School offers a challenging and innovative educational program that ignites in students a passion for discovery and learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose, and responsible global citizenship.

At the core of the School's mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The School's robust Indexed Tuition program supports the creation of a balanced learning community where students of many perspectives, talents, and interests learn and grow stronger together.

Located on a 30-acre campus in downtown Bentonville, the School is walking distance from the town square, Brightwater Culinary Institute, The Momentary, and a variety of other educational resources. The School also engaged a world-class team of architects to design an enduring and innovative campus that sparks curiosity, inspires creativity, and invites reflection. The principal designer, Marlon Blackwell, is the 2020 recipient of the American Institute of Architects' Gold Medal, the Institute's highest honor. The School's first permanent buildings opened in the fall of 2019, and the campus master plan was completed in the fall of 2021.

The School's [website](#) features additional information regarding its mission, educational programs, and faculty and staff.