Accounts Receivable Assistant Job Description

About the Stephen Gaynor School
The Stephen Gaynor School is an independent school for children ages three through fourteen of average to above average intelligence who need an individualized, remedial curriculum to reach their full academic potential. What truly distinguishes the Stephen Gaynor School is its high level of specialized support and intervention to help students develop the skills they need to bridge the gap between performance and intellect.

This fall the Stephen Gaynor School will open an Early Childhood Center for children ages three to six who require a supportive environment to address specific learning challenges, including speech and language impairments, sensory processing disorders and motor delays. Located in a new state-of-the-art facility on West 89th Street, the Early Childhood Center at the Stephen Gaynor School combines the most effective methods in special education with a traditional early childhood experience in order to provide young children with the support they need to achieve and the freedom to nurture their independence.

Manhattan Independent School seeks an Accounts Receivable Assistant to handle all accounts receivable processing including preparing bank deposits, entering tuition payments, preparing accounts receivables statements, maintaining student account files, and preparing weekly accounts receivables reports. The Accounts Receivable Assistant will also assist with other administrative duties.

Position requires a minimum of 2 years of experience in accounting/bookkeeping, accounting software expertise, a plus, and a strong proficiency in Excel. A Bachelor’s degree is strongly preferred. However, a rising senior or a second semester junior in college will be considered. The serious candidate must be highly organized, detail-oriented and self-motivated. Competitive compensation package includes generous paid time-off. To apply, please send your resume and cover letter to staffing@stephengaynor.org, no phone calls please.