



Accountant

Position Description

Organization Overview

The High Tech High Graduate School of Education (HTHGSE) is the nation's first graduate school situated entirely within a K-12 learning community. GSE supports teachers and school leaders through graduate degree programming, professional development and networked improvement communities. GSE is embedded within the 16 diverse-by-design High Tech High K-12 schools, and its commitment to justice is central to its mission to serve as a hub for innovation, improvement and equity to measurably improve life outcomes for all learners.

GSE is seeking a detail-oriented and collaborative Accountant to support day-to-day financial operations. Reporting to Finance & Operations leadership, this role is responsible for accounts payable, accounts receivable, payroll processing, general ledger entries, and transactional accounting. The accountant plays a critical role in ensuring accurate, timely, and compliant financial processes that support GSE's academic programs and operations.

Essential Duties and Responsibilities:

- Maintains a wide variety of fiscal information, files and records (e.g. contracts, transfers, timesheets, application, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors payroll functions (e.g. evaluating, monitoring, etc.) for the purpose of ensuring payroll operations are performed efficiently in a timely manner in accordance with established guidelines.
- Processes a wide variety of fiscal information for the purpose of updating information and/or authorizing final action in compliance with payroll and accounting requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Reconciles account balances, discrepancies, etc. for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Oversee daily accounts payable operations, including invoice processing, vendor payments, expense reimbursements, purchase order creation, and credit reconciliations.
- Oversee daily accounts receivable operations, including invoice generation and billing, receipt and application of customer payments, account reconciliations, credit memo processing, and resolution of customer billing discrepancies.
- Maintain vendor relationships, resolving payment discrepancies, disputes, or escalations
- Responsible for preparing 1099 filings and reports for vendors, contractors and government agencies.
- Responsible for month-end and year-end closing processes, audits and financial reporting.



- Provides technical expertise and direction to other personnel regarding accounting/payroll issues and related activities for the purpose of conveying pertinent information to appropriate parties.
- Recommends policies, procedures and/or actions on issues that relate to payroll, benefits, and accounting functions for the purpose of providing direction and/or decision making.
- Responsible for tracking and reconciling deposits and expenses for all programs
- Manage the organization's Purchasing Card program, including card issuance, compliance monitoring, transaction reconciliation, cardholder training, and audit support, while ensuring adherence to internal policies, grant requirements, and internal control standards.
- Perform other related duties as required and assigned

Knowledge & Qualifications:

- Strong working knowledge of full-cycle payroll processing, including multi-state payroll, hourly and salaried employees, stipends, and supplemental pay.
- Hands-on experience processing payroll using ADP (Workforce Now or similar), including payroll setup, processing, adjustments, tax filings, and reporting.
- Solid understanding of payroll compliance, including federal and state wage and hour laws, payroll tax regulations, garnishments, benefits deductions, and year-end reporting (W-2s, 1095s, etc.).
- Proven experience with Accounts Payable, including invoice processing, vendor setup and maintenance, check runs, ACH payments, credit cards, and expense reimbursements.
- Proven experience with Accounts Receivable, including billing, cash receipts, deposits, customer account reconciliation, and follow-up on outstanding balances.
- Strong general ledger accounting experience, including journal entries, accruals, reallocations, and monthly account reconciliations.
- Experience supporting month-end and year-end close, including preparation of schedules and documentation for audits.
- Ability to maintain accurate financial records in accordance with GAAP and internal controls.
- High level of proficiency with accounting systems and ERP platforms; experience in education or nonprofit financial systems preferred.
- Advanced proficiency in Excel (pivot tables, lookups, reconciliations) and strong attention to detail.
- Ability to manage multiple deadlines and competing priorities with accuracy and consistency.

Education and Experience:

- Bachelor's degree in Accounting, Finance, or related field (or equivalent experience)
- Minimum 5 - 7 years of accounting experience
- Experience with ADP payroll systems and Momentive MIP preferred
- Experience with Quickbooks strongly preferred



- Strong attention to detail and organizational skills
- Experience in education or nonprofit environments preferred

Compensation: This is a full time position with competitive salary and benefits (medical, dental, retirement). Salary range \$80,000-\$90,000. GSE employees are on annual 210-day contracts.

Start date: April 20th

Location: Hybrid/in-person work environment with preference for candidates based in San Diego.

How to apply:

Submit the following materials to: bnorris@hightechhigh.org by February 17th

- Resume
- 1 page PDF cover letter that explains how your experience and qualifications align with the role

Hiring Process

Phase 1: Submission - To apply, please send a cover letter and resume to Roberta Norris, bnorris@hightechhigh.org by February 17th.

Phase 2: Initial Round of Interviews (February 23-27) - Potential candidates will be invited for an interview with Chief Financial Officer, Roberta Norris.

Phase 3: Case Studies & Final Round of Interviews (March 16 - 20) - Final candidates will be invited to respond to a case study as part of the second round interview with institutional leadership and stakeholders.

Equal Employment Opportunity Policy

An offer of employment will be subject to the successful completion of a background check. HTH is an equal opportunity employer. It is the policy of HTH to afford equal employment and advancement opportunity to all qualified individuals without regard to race, ethnicity, creed, color, religion, national origin, ancestry, sex, sexual orientation, gender, pregnancy, age, disability, parental, family, marital status, medical condition, or any other classification that is protected under applicable local, state or federal law. HTH does not discriminate on the basis of actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnicity, ethnic group identification, immigration status or citizenship, race, ancestry, national origin, color, religion, religious affiliation, creed, mental or physical disability, age, parental, family, marital status, or any other basis protected by applicable law in employment, admission, or educational program or activities.