

## Our Purpose

Our Purpose is to inspire and challenge students to better themselves and the world around them.

## Our Core Behaviors

Want to know whether you would be a good cultural fit on our team at Pilgrim? We strongly value teamwork as the fabric of our professional community. We are looking for team players who are:

**Humble** - They are more concerned with the success of the team than with getting credit for their contributions. Humble people are quick to point out the contributions of others and slow to seek attention for their own. They emphasize team over self and define success collectively rather than individually. Humble team players are not afraid to honestly acknowledge the skills and talents they bring to the team, though never in a proud or boastful way.

**Driven** - They have the desire to work hard and do whatever is necessary to help the team succeed. Their pursuit of self-improvement and desire to contribute is evident. They understand that their personal growth supports the success of their students and peers. Driven people almost never have to be pushed to work harder because they are self-motivated and diligent.

**Relational** - They use common sense about people and understand the importance of forming and maintaining positive relationships. Relational people value what is happening in a group situation and how to connect with others in the most effective and meaningful way. They use good judgment about how their words and actions impact group dynamics. They have a desire for strong connections with people in order to contribute to effective teamwork and a collaborative environment.

## Our Anchors

Want to know what sets Pilgrim apart in our approach to education? You would be a great fit if your beliefs and practices align with our three anchors below:

**Joyful Experience** - We foster a strong sense of community and honor traditions that bring us together. Our commitment to a healthy school environment ensures that every student feels safe and supported, while offering student choice empowers them to take an active role in their education.

**Focus on Mastery** - We hold students to high academic standards and provide students with a clear understanding of what they are expected to learn, where they are in the learning process, and through feedback, how to improve. Students engage in authentic and challenging learning experiences that prioritize depth and retention over surface understanding and build future-ready skills.

**Personal Attention** - We celebrate every identity, creating an inclusive environment where all community members feel valued. Strong connections between faculty, students, and parents are fostered to ensure that each student is seen and known. By focusing on individual student needs, we support the unique development and success of every child in our care.

## Pilgrim at a Glance

Pilgrim School, founded in 1958, is a mastery-based, college preparatory school in Koreatown with an inclusive community serving Preschool through 12th Grade.

7:1 Overall Student: Teacher Ratio	375 Students from Preschool to 12th Grade	Average Class Size is 12-15 students	57% Faculty and Staff identify as people of color
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## Position Summary

Pilgrim School, a traditional college preparatory school located near downtown Los Angeles, has an immediate opening for an Accounting Specialist in the Business Office. This is an excellent opportunity to work in a vibrant school atmosphere while attaining practical accounting experience. The Accounting Specialist is responsible for the accounts payable functions, including the purchase order system and provides support for major financial accounting areas, including daily receipts, donation tracking and general ledger reconciliation. This position reports directly to the Accounting Manager.

## Major Areas of Responsibility

- Performing full cycle accounts payable including coding, obtaining internal approvals, entering and processing check payments for approved invoices and employee expense requests.
- Auditing invoices and credit card bills against purchase orders and researching or resolving discrepancies
- Ensuring compliance with the purchase order system and credit card policies.
- Processing bank deposits.
- Tracking restricted donations.
- Recording journal entries.
- Preparing monthly account reconciliations of Accounts Payable, Prepaid Expenses, Accrued Expense and other material liability accounts.
- Monitoring accounts payable to ensure payments are accurate and timely.
- Communicating with vendors and serving as a point of contact for staff regarding expense reimbursements and payables.
- Maintaining accurate and up-to-date vendor files.
- Obtaining W-9 forms from vendors and preparing annual forms 1099.
- Assisting the Accounting Manager and Chief Operating Officer with other projects or duties as needed.
- The usual and customary methods of performing job functions occasionally require physical demands, such as lifting up to 20 lbs.

## Required Qualifications

- Bachelor's degree in Accounting
- One to two years' experience in accounting or accounts payable required
- Independent, quick learner and a meticulous work ethic required
- Knowledge of basic accounting rules and internal controls required
- Solid knowledge of Excel and Word software required
- Excellent verbal and written communication required
- Strong problem solving and analytical skills required

- Experience with Blackbaud Financial Edge software is required.

*If you do not meet all qualifications but feel you are a good fit for this position, we welcome your submission with explanation of how you can contribute to Pilgrim in this capacity.*

## Salary Range and Benefits

The salary range for this position is \$25-34/hour, depending on experience and qualifications. We offer a full and robust range of medical, dental and vision benefits, participation in a 403b retirement plan, which we will match up to 4%, and life insurance. More information about all of our benefits will be provided during the interview process.

## Timeline and Start Date

Applications for this position will be accepted until the position is filled. The start date for this position is immediate. Please note that employment is subject to Live Scan clearance and reference checks prior to beginning employment.

## How to Apply

To be fully considered for the position, please send your resume, cover letter, and references (including a supervisor) to [employment@pilgrim-school.org](mailto:employment@pilgrim-school.org).

*Pilgrim School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability or genetics. In addition to federal law requirements, Pilgrim School complies with applicable state and local laws governing nondiscrimination in employment.*