



CALVERT SCHOOL

CURIOSITY • MASTERY • PURPOSE

GENERAL ACCOUNTANT

Calvert School, an independent Pre-K through Eighth Grade school, is searching for a General Accountant for its Business Office. Calvert School is located in Tuscany-Canterbury, a residential neighborhood in Baltimore City, just north of Johns Hopkins University and south of Loyola University Maryland, accessible from Charles Street and I-83.

The General Accountant will be responsible for the following duties:

- Process accounts payable and accounts receivable.
- Receives and reviews purchase orders, check requests, and/or other related documentation for completeness and processes accordingly.
- Orders office supplies and books for the School.
- Answers vendor calls regarding payment status on invoices.
- Oversees the management of the School Store.
- Other duties as assigned.

Qualifications of the ideal candidate include the following:

- Two years related experience and/or training required.
- Proficiency in Microsoft Office required. Experience with Great Plains and/or other common accounting and software packages are strongly preferred.
- Must have a strong work ethic, be dependable, and have strong communication skills.

Calvert School offers a competitive salary and benefits package including medical, prescription, dental, life, disability, and retirement plans. A State of Maryland and FBI background check will be performed.

Interested candidates should send a resume, including salary history, to:

Human_Resources@CalvertSchoolMD.org (preferred method)

OR

Calvert School – HR Dept.
105 Tuscany Road
Baltimore, MD 21210

OR

Fax: 1-866-557-8502

www.CalvertSchoolMD.org