



Position: Staff Accountant (Part-Time, Remote)

Dec. 2025

Acera School is seeking a detail-oriented and collaborative Staff Accountant to join our Finance team. This role supports key accounting functions within a mission-driven, fast-paced environment. The position reports to the Director of Finance and is primarily remote with flexible scheduling.

Why Join Acera?

Acera is a progressive, independent school serving high-ability students ages 5 to 15. Students explore and learn at a pace appropriate to each child's unique motivation and potential, not their age. Our culture is not about pressure to achieve; it is about freedom to thrive. Become part of a vibrant community, where 93% of students like or love coming to school every day. We support our students' innate curiosity and love of learning. Through developing EQ, complex and creative thinking skills, and systems awareness, we develop thinkers and innovators who will be able to make positive change in our world.

Acera: The Massachusetts School of Science, Creativity and Leadership

5 Lowell Avenue, Winchester, MA 01890 (8 miles north of Boston)

Job Duties & Key Responsibilities

In this role, you will support core accounting operations, including:

- Reviewing fixed asset invoices to ensure accurate accounting.
- Performing monthly fixed asset reconciliations.
- Reconciling cash accounts and monitoring daily cash activity.
- Preparing monthly general ledger journal entries.
- Reconciling various balance sheet accounts.
- Processing bi-weekly payroll.
- Assisting with month-end close activities.
- Preparing audit schedules and note disclosures.
- Supporting additional accounting and finance projects as assigned.

Qualifications

We are looking for candidates who possess:

- A degree in Accounting, Finance, or a related field.
- 2–5 years of accounting experience; nonprofit experience preferred.
- Strong proficiency in Microsoft Excel, Google Suite, and Microsoft Office.
- Experience with, or willingness to learn, Blackbaud, Veracross, CampBrain, and Ramp.

Additional Technical Experience:

- Proficiency with QuickBooks and Paychex

Additional Skills:

- Strong analytical, organizational, and problem-solving abilities.
- Ability to prioritize and manage multiple tasks in a fast-paced environment.
- Excellent written and verbal communication skills.
- High degree of accuracy and attention to detail.



Salary & Benefits

- Based on experience (\$38–\$45 per hour)
- Part-time year round position.
- School-aged children of part-time employees are able to attend Acera’s after school program, Feb & Apr camps and summer camps free of charge, if employees work on-site.

Working Conditions/Environment

- Primarily a seated, computer-based role.
- Occasional standing, walking, reaching, or light lifting (up to 25 lbs).
- Remote position with an expected schedule of 20–25 hours per week.
- Occasional on-site presence may be required depending on school needs.
- Schedules may vary based on operational requirements.

Application

Please submit your resume and three professional references through this application. We look forward to reviewing your materials.

Start Date

January 6, 2026

Equal Opportunity Employer

Acera is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws.

Conditions of Offer

All offers of employment are contingent upon CORI, SORI and fingerprint-based background checks, as required by the laws of the Commonwealth of Massachusetts. Under the Immigration Reform and Control Act (IRCA), our organization is required to verify the identity and work authorization of all newly hired employees. Therefore, if you accept this position, you will be required to complete a Form I-9 upon hire. Within 3 days of beginning employment, you will need to supply acceptable documentation (as noted on the Form I-9) of your identity and work authorization.