

Accounting Associate - Emeryville

About EdTec:

EdTec Inc. (edtec.com) is a social enterprise committed to improving public education by supporting charter schools with business, operations, and performance services. EdTec is growing on a national scale and currently works with schools in California, Tennessee, New York, Georgia, Colorado, Nevada, New Mexico, and Louisiana. We are headquartered in the San Francisco Bay Area (Emeryville), with offices in Atlanta, Denver, Los Angeles, Nashville, and NYC.

Our mission is to drive quality in the charter school movement by providing the people, expertise, and systems that equip school leadership with operational support, business insights, and performance analyses to promote effective decision-making. EdTec provides a comprehensive range of services in the areas of charter petition development, back-office services, school data and compliance, school software, and consulting services. Our work supports our vision to have the greatest positive impact on the quality of public education.

Currently we provide services to over 300 charter schools, many of them located in low-income, inner-city areas and/or with high English Language Learner populations. We are seeking an Accounting Associate who will share our enthusiasm to support these schools with high-value services, so the school leaders may focus their attention where it matters most – on providing an excellent education for their students. Ideal candidates will have an entrepreneurial approach, be a self-starter, and have comfort with fast-growing organizations.

Responsibilities include:

- Weekly cash management
- Bank reconciliations
- Credit card reconciliations
- Journal entries
- Payroll journal entries
- Review of uncategorized accounts
- Other duties as needed

Qualifications:

- Required: 1-year accounting experience/knowledge
- Experience with advanced accounting software and MS Excel
- Strong attention to detail and ability to manage multiple deadlines
- School or non-profit fund accounting experience a major plus
- 2+ years of AP experience also a plus

Competitive salary based on experience + performance bonus. Excellent Benefits (health, dental, vision, flexplan, 401k)

Please send cover letter and resume to jobs@edtec.com.

No phone calls, please.

Please include a cover letter with your resume.

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EdTec is an Equal Opportunity Employer