POSITION DESCRIPTION

Title: Accountant

Reports to: Vice President of Finance and Operations

Status: Full-time, 12-month

FSLA Classification: Exempt

Regular Work Schedule: Monday – Friday

POSITION OVERVIEW
The Accountant is responsible for preparation of monthly financial statements, student billing, payroll processing, and enrollment of new employees in the employee benefit program. The Accountant supports the VP of Finance and Operations in the preparation of the annual budget and regular reporting to the Board of Directors. This is a multi-tasking job that requires confidential interaction with parents and school employees.

AREAS OF RESPONSIBILITY
The Accountant is responsible for preparation of monthly financial statements and certain accounting functions including the maintenance of appropriate accounting records, documentation, and procedures.

Financial Statements: Prepares monthly financial statements and other reports or schedules for internal presentations, Finance Committee meetings and Board meetings

Student Billing: Maintains the tuition billing system utilizing third party processor, FACTS, including all tuition and financial aid data annually. Communicates annual registration procedures to parents/guardians and handles parent inquiries and concerns. Reconciles FACTS tuition system with General Ledger monthly. Reconciliation is to be completed by the 20th of the following month.

Administers student tuition billing for special case enrollments (Girls Hope and international students) in the FINACS (general ledger) system. Responsible for setting up billing at the beginning of each school year. Prepares and mails monthly statements to parents/guardians one week prior to the beginning of each month.

Posts payments from collection agency to inactive student accounts.
**Payroll:** Processes the school payroll (through ADP) on a semi-monthly basis and prepares related accounting journal entries on a timely basis. Responsible for entering all new salary/wage and employment information promptly. Reconciles Form 941 reports to the General Ledger quarterly. Ensures that employee W-2’s are accurate. Prepares annual summaries and reconciliations in preparation for, and prior to, the annual audit. Enrolls new employees in the employee benefit programs. Maintains payroll and employee benefit files.

**Cash and Investment Accounting:** Enters cash and credit card deposits into the general ledger on a daily basis. Makes appropriate accounting entries for investment accounts monthly. Prepares monthly bank and investment account reconciliations. Account reconciliations are to be completed by the 10th of the following month.

**Monthly Expense Reporting:** Prepares and distributes monthly expense and budget reports to department managers and cost center owners. Reports are distributed no later than the 5th business day of the following month.

**Accounting for Reserve and Restricted Accounts:** Prepares quarterly journal entries to record activity in restricted and reserve accounts.

**Annual Budget:** Assists VP of Finance and Operations with compiling departmental budget submissions in preparation of the annual budget. Enters all budget data into the Budget Module of the FINACS general ledger system annually.

**Procedures and Documentation:** Develops and maintains written procedures for all accounting processes.

**POSITION REQUIREMENTS:** BA, or equivalent degree, with 5 years of accounting or bookkeeping experience. Strong accounting skills, attention to detail and communication skills are essential in this position. Must be flexible and be able adjust work priorities and schedules as requested. Software expertise in Excel and Microsoft Office suite.

Updated: July 8, 2020