



JOB DESCRIPTION FOR STAFF ACCOUNTANT 2022-23

CLASSIFICATION: Exempt

REPORTS TO: Accounting Director

DATE: April 18, 2022

Purpose

The purpose of this position is to process accounts payable and/or accounts receivable and to support the School's fiscal function such that the School has the financial resources to achieve its mission.

Summary

This position works in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board, and other local, state and federal regulatory and advisory organizations, as well as in accordance with financial and business management techniques and practices of other independent schools.

The Staff Accountant is responsible for receivable and/or payable functions in the Business Office. This may include processing deposits and cash disbursements; entering accounts payable and preparing the backup required for monthly invoices; processing employee expense reimbursements; entering credit card transactions; entering and maintaining accurate records for donations; and setting up and reconciling tuition payment plans. The Staff Accountant will assist the Accounting Director with month-end close and year-end reporting, as necessary. Other tasks and responsibilities may be assigned by the Accounting Director.

The individual holding this position will focus on one area of concern at a time, either accounts payable or on accounts receivable. This individual may be required to periodically rotate job duties with the Staff Accountant responsible for the opposite function for financial control and staff development purposes.

Supervision Received and Exercised

The Staff Accountant receives direction from the Accounting Director and works in tandem with other Business Office personnel, Director of Operations, Head of School, Division Directors/Headmasters, the Finance Committee and the School community.

Work Schedule

This is a full-time, year-round *exempt* position. In general, the workday is 7:30 a.m. to 4:00 p.m., five days a week. However, as an exempt employee, the employee is expected to work beyond the workday to perform duties outlined the job description and as assigned.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions	Percentage of Time Spent
<p>Spiritual Leadership</p> <ul style="list-style-type: none"> • Study the Bible, God's only written Word • Skillfully articulate the personal/ethical implications of a lifelong faith commitment • Measure knowledge against the standard of God's revealed truth in Scripture • Actively participate in the explicitly religious components of the student and community programs • Demonstrate an overt commitment to the life of a church and its core traditions • Respect the School's Christian mission and values, and aid students in Christian formation by exemplifying Christian living, both in and out of the office • Be a positive role model for students by supporting the School's Statement of Faith • Perform duties as a minister and steward of the Christian faith 	<p>These job functions are performed concurrently with those listed below.</p>
<p>General Accounting</p> <ul style="list-style-type: none"> • Maintain secure and accurate financial records • Ensure account analyses are completed on a timely manner at month-end • Prepare for financial audit and assist auditors as requested • Assist Accounting Director with special projects as required 	<p>10%</p>
<p>Accounts Payable</p> <ul style="list-style-type: none"> • Assist employees, parents, students and vendors by answering questions related to accounts and services • Process and verify accuracy of all accounts payable transactions • Process accounts payable paperwork at completion of the check run • Record credit card transactions on a weekly basis and verify there is no duplication between credit card charges and check requests/bills • Prepare correspondence, as needed • Perform other accounting, financial or administrative tasks as may be required from time to time by the Accounting Director • Reconcile and prepare reports for class fundraisers • Coordinate disbursements and payments to vendors regarding class fundraising • Prepare 1099-tax forms for submission to IRS and vendors (annually) 	<p>70%</p>

Essential Job Functions	Percentage of Time Spent
<p>Accounts Receivable</p> <ul style="list-style-type: none"> • Process and record receipt of all fees and payments, including class fundraising proceeds • Create and record all School deposits • Send monthly invoices • Coordinate sports fee billings with Athletics Executive Assistant and manage collections • Prepare Booster Club expenditures, reimbursements, scholarship request forms, invoices and perform reconciliations • Prepare monthly accounts receivable delinquency report with collection notes for the Accounting Director at month-end • Manage the collection of tuition payments: <ul style="list-style-type: none"> • School point-of contact for tuition management system • Set up tuition payment plans, tract and report on tuition receipts and address all tuition delinquencies • Process donations: <ul style="list-style-type: none"> • Collaborate with the Advancement Department concerning classification of capital campaign contributions • Record pledges as received in both the general ledger and donor software application • Prepare and make deposits for all donations • Prepare and distribute quarterly pledge summaries • Prepare and distribute annual contribution statements 	70%
<p>Account Reconciliations</p> <ul style="list-style-type: none"> • Assist in reconciling monthly credit card statements, as needed • Assist in reconciling monthly bank accounts, as needed • Track and follow up on outstanding uncashed checks • Reconcile donor software transactions to QuickBooks weekly to ensure accuracy • Reconcile enrollment tuition records with tuition management system and general ledger • Reconcile the Rhetoric School House (Lewis, Chaucer, Milton, Sayers) accounts 	20%

Essential Job Functions	Percentage of Time Spent
<p>Professionalism</p> <ul style="list-style-type: none"> • Demonstrate commitment and loyalty to the School and the teaching profession through speech, punctuality, dress, attitude and attention to duties • Present a consistent and reliable demeanor to students, parents and colleagues • Collaborate with staff, co-workers and administration in a cooperative, professional atmosphere • Accept constructive feedback to affect personal and professional growth • Develop and maintain professional competence and continuous improvement through active participation in professional development activities and/or professional organizations • Attend and participate in administrative meetings and staff development activities, as required • Comply with the policies in the Geneva School Employee Handbook • Perform other duties as assigned 	<p>These job functions are performed concurrently with those listed above</p>

Essential Requirements

- A disciple of Jesus Christ and as such, one who models a love for God through obedience to His Word; such obedience is evidenced through convictions, lifestyle and worldview
- A full and unreserved supporter of the School’s Statement of Faith
- A person who has strong interpersonal skills, with a genuine interest in working with people
- Associate’s degree in accounting or bookkeeping, or its equivalent in professional work experience
- Three (3) years of experience following GAAP-based accounting principles
- Previous work experience in multi-tasking positions including handling administrative, operational and accounting-oriented duties and responsibilities

Minimum Technical Requirements

- Experience following GAAP-based accounting principles
- Proficient with:
 - QuickBooks Enterprise
 - Microsoft Excel
 - Microsoft Word
 - Microsoft Outlook
- Type at a speed necessary for successful job performance

Required Abilities

- Exhibit consistent Christian maturity
- Maintain highest level of confidentiality in all matters relating to staff, students and families
- Work effectively with a service-oriented attitude in a busy office setting subject to frequent interruptions
- Exceptional attention to detail and follow up skills
- Meet pre-set deadlines with high degree of accuracy
- Ability to prioritize, organize, research and solve problems
- Communicate clearly and concisely, both orally and in writing
- Exercise diplomacy and tact and maintain a high level of professionalism

- Establish and maintain effective working relationships
- Understand, interpret and apply Geneva School policies, procedures and regulations affecting School operations and programs
- Know and understand safety procedures including training in first aid and CPR

Preferred Experience and Abilities

- Bachelor's degree in Accounting
- Experience with fund accounting
- Work experience in a non-profit organization or independent school
- Experience with:
 - QuickBooks's class system for fund accounting
 - Donation tracking software, such as Donor Connect

Work Environment

- Office on open school campus

Physical and Mental Requirements

- Work at a desk for extended periods of time
- Use a desktop computer for extended periods of time
- Hearing: ability to perceive sounds at normal speaking levels with or without correction
- Talking: expressing ideas by means of the spoken word to convey instructions and/or respond to verbal inquiries
- Occasional lifting of 5 to 20 pounds
- Ability to access other school classrooms and offices on campus
- Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.