

Position Title: **Accountant**

Last Updated: March 2019

Reports To: Director of Business Operations

Status: Permanent Full-time

Schedule: Twelve month; Monday through Friday; hours as required

Benefits: Full benefit eligibility

**Summary Description:**

The role of the Accountant is to assist the Director of Business Operations (DBO) with the financial reporting, budgeting and general ledger functions of the school.

**Essential Functions:**

- Cash Receipts – Record contributions and miscellaneous deposits into general ledger software and balance with donor software
- Prepare monthly journal entries as necessary to reflect monthly activity
- Prepare monthly account reconciliations
- Capital Projects – Maintain project spreadsheets for budget and activity
- Assist DBO with annual budget preparation noting changes from prior year actual and prior year budget
- Assist DBO with monthly financial reporting and projections
- Assist DBO preparing work in connection with the annual audit
- Coordinate credit card processing with vendor and prepare pci compliance; create recurring payments
- Liaison with school organizations such as Booster Club, PTF, FAA, etc.
- Capital Assets – review general ledger for capital items purchased and maintain capital asset spreadsheets
- Prepare contribution statements in coordination with the development office
- Prepare 1099s and assist with accounts payable review as needed
- Review, process and record auxiliary program activities and receipts.
- Review check voucher registers
- Cross train with Raiser's Edge and other departments to ensure depth of coverage
- Provides analytical support as requested by other departments
- Maintain and project the School's professional reputation
- Assist with and participate in all school wide events as needed

**Additional Responsibilities:**

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Report inappropriate behavior to School Administration in order to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detriment to learning, health or safety
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per the Director of Business Operations, Head of School, or School Board Chair

#### Qualifications:

- Bachelors degree in accounting or business required
- Working knowledge of chart of accounts, general ledger coding and generally accepted accounting principles
- Two to three years similar experience, preferably with direct experience in non-profit or academic environment
- Experience with Raisers Edge software preferred
- Be loyal and respectful to all those in authority
- Experience and judgment to plan and accomplish goals
- Ability to apply common sense understanding to carry out detailed but uninvolved instructions
- Demonstrate strong interpersonal skills, including an upbeat, collaborative approach to his/her work
- Must be able to work intuitively and independently as well as part of a team
- Strong organizational skills for multi-tasking, prioritizing responsibilities, and problem-solving
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information
- Demonstrated writing and communication skills (including strong editing, spelling and grammar)
- Solid working knowledge of Word, Excel, Powerpoint, Internet, knowledge of general ledger software
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Demonstrated interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students, and other constituents of the School
- Possess a valid driver's license
- Regular and consistent attendance and punctuality is required and as a condition of employment

#### Physical Qualifications:

- Standing/sitting for periods of time
- Bending, lifting (up to 25 lbs.), pushing, kneeling, crouching, crawling, stooping
- Must hear with accuracy to exchange information in person or on the telephone
- Use of hands and fingers for manipulation, reaching, grasping and using computer keyboard
- Specific vision abilities required include close vision, distance vision, color vision and depth perception

#### Working Environment:

- The work usually takes place in a clean, pleasant and comfortable office setting
- The employee is faced with constant interruptions
- The employee may spend long hours in intense concentration
- The employee may enter data into computer systems for long lengths of time requiring attention to detail and high levels of accuracy

#### Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.