

TITLE: Accountant
DEPARTMENT: Administration
WORK LOCATION: Taurel Building
POSITION STATUS: Full-Time

<p>POSITION SUMMARY:</p>	<p>The International School of Indiana is a private school with approximately 600 students from Pre-School (age 3) thru 12th grade. The Accountant is responsible for maintaining the integrity of the accounting system and overall safeguarding of assets. This includes transaction recording, account reconciliations, and assist in budget preparation. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. The Accountant will have contact with all levels of school administration and faculty which requires strong interpersonal communication skills both written and verbal.</p>
<p>RESPONSIBILITIES: <small>(Include but not limited to)</small></p>	<ul style="list-style-type: none"> • Collaborates with Business Office Staff to support overall department goals and objectives • Obtain and maintain a thorough understanding of the financial reporting and general ledger structure. • Assist in ensuring an accurate and timely monthly, quarterly and year end close. • Ensure monthly bank reconciliations are performed timely. • Supports budget and forecasting activities. • Assist in posting of cash receipts, including tuition and fees as needed. • Ensure the accurate and timely processing and payment of vendor invoices. • Support VP of Finance with special projects and workflow process improvements. • Work with the VP of Finance to ensure a clean and timely year-end audit. • Assist in development and implementation of new procedures and features to enhance the workflow of the department.
<p>REQUIREMENTS:</p>	<ul style="list-style-type: none"> • BA/BS in Business, Finance or Accounting • Three to seven years' experience in public accounting or private industry • Experience with QuickBooks and/or other automated accounting system • Strong experience with Microsoft Suite of products (Excel, Word and Power Point), including pivot tables, macros, and other advanced techniques. • Experience with Google Suite. • Strong verbal and written communication skills. • Strong interpersonal, supervisory and customer service skills • Ability to multi-task, work under pressure and meet deadlines • Experience working in a not-for-profit or professional services firm is preferred • Familiarity with private school education is preferred • Willingness to embrace ISI's unique mission
<p>APPLICATION:</p>	<p>Please send letter of intent and resume to: Human Resources International School of Indiana 4330 N. Michigan Street Indianapolis, IN 46208 resumes@isind.org</p>

