



## **Staff Accountant**

Hired by: Finance Director and Head of School  
Evaluated: Annually  
Schedule: 12 months

Reports to: Finance Director  
FLSA: Exempt  
Supervises: None

The Staff Accountant works closely with the Finance Director and other departments to carry out a variety of financial responsibilities. This role includes both recurring duties and special projects, based on the direction of the Finance Director and the annual cycle of school finances. Because the position involves access to sensitive financial information, confidentiality is essential. The Staff Accountant must also be able to make important decisions and exercise sound discretion and independent judgment.

### **Spiritual Maturity**

- Publicly profess a faith in Jesus Christ as Lord and Savior
- Actively engage in the life and ministry of an evangelical church
- Pursue a life of spiritual development through regular study of scripture and prayer
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith
- Attest to the school's statement of faith (Statement of Faith of the Fellowship of Grace Brethren Churches)
- Agree to abide by the Lifestyle Statement

### **Professional Responsibilities**

- Tuition agreement management: prepare all payment plans, ensuring accurate charges and discounts are applied. Manage changes to payment plans and answer questions as requested by parents/customers.
- Manage all financial aspects of the EdChoice scholarship applications and awards, working closely with the Enrollment Coordinator.
- Manage OCEN SGO and WC scholarship applications and awards.
- Keep the FACTS accounting system up to date and regularly reconcile with QuickBooks.
- Track past-due accounts and communicate financial policies when needed.
- Participate in the Enrollment Management Committee by providing financial data and maintaining dashboards and reports.
- Reconcile and deposit state scholarship (EdChoice Traditional, EdChoice Expansion, Jon Peterson) checks every month. Serve as liaison with the state when discrepancies are found or checks aren't received.
- Process accounts receivable and prepare/make deposits weekly.
- Prepare and post tuition-related communications with parents.
- Manage the continuous enrollment process every year.
- Assist the Finance Director in improving financial operations.
- Other accounting tasks and projects as needed.

**Professional Requirements**

- Bachelor’s degree in Accounting, Business, or Finance
  - *Adequate business or finance experience may be considered in lieu of a college degree*
- Experience with Excel spreadsheets required
- Knowledge of QuickBooks preferred
- Excellent problem-solving skills and extremely detail-oriented
- Ability to collaborate effectively on cross-departmental teams
- Customer-service mentality

**Physical Requirements**

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Standing			X
Sitting			X
Walking			X
Kneeling	X		
Bending			X
Reaching over shoulder		X	
Lifting/Lowering			
Up to 20 lbs.	X		
Lifting over shoulder			
Up to 20 lbs.	X		
Carrying			
Up to 20 lbs.	X		
<b>OPERATE MACHINERY</b>			
Telephone			X
Fax	X		
Copier			X
Computer			X
Printer			X
On-time arrival			X
Regular attendance			X
Speak clearly			X
Hear clearly			X

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature