

JOB TITLE - School Accountant

JOB OVERVIEW

As a School Accountant, you will play a critical role in managing the financial health of the school. Responsible for accurate financial reporting, budget management, and adherence to regulatory standards, you will contribute to the overall fiscal well-being of the institution. This position requires meticulous attention to detail, strong analytical skills, and a commitment to maintaining financial transparency.

KEY RESPONSIBILITIES

Financial Reporting: Prepare accurate and timely financial statements, including income statements, balance sheets, and cash flow statements.

Ensure compliance with accounting standards and regulatory requirements.

Budget Management: Collaborate with school administrators to develop and manage annual budgets.

Monitor budget variances and provide regular financial updates to relevant stakeholders.

Accounts Payable and Receivable: Manage accounts payable and receivable processes.

Process invoices, payments, and receipts accurately and in a timely manner.

Payroll Processing: Oversee payroll processing, including the calculation of salaries, deductions, and benefits.

Ensure compliance with tax regulations and reporting requirements.

Financial Analysis: Conduct financial analysis to support decision-making.

Provide insights and recommendations for improving financial performance.

Audit and Compliance: Coordinate and prepare documents for external audits.

Ensure compliance with tax regulations and other statutory requirements.

Financial Systems Management: Utilize accounting software to maintain accurate financial records.

Implement and improve financial systems and processes as needed.

SKILLS REQUIRED

Financial Acumen: Strong understanding of accounting principles and financial management.

Ability to interpret and analyze financial data accurately.

Attention to Detail: Meticulous attention to detail in financial reporting and data entry.

Ensure accuracy in all financial transactions and records.

Analytical Skills: Strong analytical and problem-solving skills.

Ability to identify trends, variances, and opportunities for improvement.

Communication Skills: Effective communication skills to convey financial information to non-financial stakeholders.

Collaborate with other departments to gather and share relevant financial data.

Time Management: Efficient time management skills to meet deadlines and handle multiple tasks.

Prioritize tasks based on urgency and importance.

ROLES AND RESPONSIBILITIES

Strategic Financial Planning: Collaborate with school leadership to develop long-term financial plans.

Provide financial insights to support strategic decision-making.

Financial Education: Conduct financial literacy workshops for staff and administrators.

Foster a culture of fiscal responsibility and transparency within the school community.

Continuous Improvement: Identify opportunities for process improvement in financial operations.

Implement best practices to enhance efficiency and accuracy.

MIN QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field.

MINIMUM EXPERIENCE

- 3-5 years of experience in accounting or financial management, preferably in an educational setting.

CERTIFICATIONS

- Certified Public Accountant (CPA) or equivalent certification is advantageous.
- Tally Certification will be required and preferable.

WORKING CONDITIONS

- Standard office hours with occasional flexibility to meet deadlines.
- May require additional hours during budget preparation, audits, or other critical financial activities.

INDIVIDUAL VALUES

- Commitment to financial transparency and ethical financial practices.
- Dedication to the mission and values of the school.
- Strong sense of responsibility and integrity in handling financial matters.

SUMMARY

If you are an ethical professional with a strong sense of purpose and drive to serve in education and contribute towards school's success, we invite you to apply for the School Accountant's position. Join our team and contribute to the growth and diversity of our school community.