



ST. ANNE SCHOOL

JOB DESCRIPTION

Staff Accountant

RESPONSIBILITIES:

- Act as a role model of professionalism in a Catholic environment.
- Support the philosophy, policies, and goals of the School, as well as the decisions made by the Board of Directors and Administrators.
- Ensure the health, safety, and welfare of all students.
- Hold in strict confidence all matters pertaining to the School.
- Adhere to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.

DEFINITION:

Under the general direction of the Controller, perform a variety of general accounting tasks to insure the integrity and reliability of the financial records and reports of St. Anne School. Assist in cash management and financial reporting functions. Responsibilities include, but are not limited to, the following:

DUTIES:

- Assemble, tabulate, check, and file accounts receivable related data; process checks and cash for tuition, daycare, and other curricular and extra-curricular charges.
- Receive money and maintain records of cash receipts.
- Account for and prepare bank deposit documents for weekly Loomis cash pick up.
- Respond to parent inquiries related to charges and account balances.
- Maintain fiscal and financial-related records and files.
- Reconcile all subsidiary ledger information to General Ledger, including Blackbaud Smart Tuition billing.
- Reconcile all bank accounts monthly.
- Assist Controller in the preparation of the external audit.
- Assist Controller in preparation of monthly financial statements for reporting to the Board of Directors.
- Provide Controller and Director of Human Resources with analysis and information reporting as requested.
- Ensure procedures for areas of responsibility are documented and updated as necessary.
- Perform other related duties as required.

QUALIFICATIONS:

Knowledge of:

- Correct English grammar, spelling, and punctuation.

- Principles of general ledger accounting and Generally Accepted Accounting Principles (GAAP).
- Basic methods, practices, and terminology used in fiscal and financial record management.
- Financial report preparation and formatting.

Education and Experience:

- Bachelor’s degree from an accredited four-year college or university, with a major in accounting, or business or other related fields with an emphasis or minor in accounting.
- At least two years of experience in public or private accounting, finance, and/or fiscal management.
- Experience in Microsoft Excel and Word required.
- School or other non-profit experience preferred.
- Prior experience with Blackbaud Financial Edge and Smart Tuition preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Twelve-month, full-time, hourly (non-exempt) employee

Reports to: Controller

This is a full-time non-exempt position. Full medical benefits and pension plans included. Salary is commensurate with experience and education. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org.