

Accountant

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Company: The Educators Bazil Campus

Location: Faisalabad

Category: other-general

Job Description Job Title: School Accountant

Reports to: Director & Principle

Job Summary:

The School Accountant is responsible for managing the financial operations of the school, including bookkeeping, accounting, and financial reporting. The Accountant works closely with the Director & the Principle to ensure that financial records are accurate, up-to-date, and comply with accounting standards and legal requirements.

Key Responsibilities:

Maintain accurate and complete financial records for the school, including accounts payable, accounts receivable, payroll, and general ledger.

Reconcile bank statements, credit card statements, and other financial records to ensure accuracy and completeness.

Prepare and submit financial reports to school leadership, board of directors, and other stakeholders as required.

Assist with the preparation and monitoring of the school's budget, including tracking expenses and revenue, and making recommendations for cost-saving measures.

Work with school staff to ensure compliance with accounting standards, legal requirements, and internal policies and procedures.

Assist with the preparation of audit reports and other financial statements, and provide support during external audits.

Manage cash flow and prepare cash forecasts to ensure that the school has adequate funds

to meet its financial obligations.

Monitor and reconcile all school-related financial transactions, ensuring they are properly recorded and documented.

Assist with the preparation and submission of grant applications and reports, as required.

Any Payments being made, internally or externally will be your responsibility.

Perform other duties as assigned by the Director or school leadership.

Job Specification/Qualifications:

Bachelor's degree in accounting or related field.

CPA or equivalent professional certification preferred.

A minimum of 3-5 years of experience in accounting or finance, preferably in a school or nonprofit setting.

Knowledge of generally accepted accounting principles (GAAP) and nonprofit accounting standards.

Proficiency in accounting software, such as Excel or similar programs.

Strong analytical and problem-solving skills, with keen attention to detail.

Excellent communication and interpersonal skills, with the ability to work collaboratively with others.

Ability to work independently and prioritize tasks in a fast-paced environment.

Commitment to the school's mission and values.

Physical Demands:

The Accountant is expected to spend extended periods of time sitting, using a computer, and performing other tasks related to accounting and finance. The Accountant must also be able to lift and carry up to 25 pounds.

Working Conditions:

The Accountant works in an office setting and is subject to the normal risks associated with working in an office environment. The Accountant may be required to work outside of normal office hours to meet deadlines or attend meetings.

Accountants' Key Performance Indicators

Financial Accuracy: The Accountant should maintain accurate and up-to-date financial records, with a low error rate and timely corrections.

Compliance: The Accountant should ensure that the school's financial activities comply with all applicable laws, regulations, and accounting standards, with no legal or regulatory violations.

Timeliness: The Accountant should complete financial tasks in a timely manner, including

accounts payable, accounts receivable, payroll, and financial reporting.

Cost Savings: The Accountant should identify and recommend cost-saving measures that are aligned with the school's financial goals and objectives.

Budget Management: The Accountant should monitor the school's budget and track expenses and revenue, making recommendations for adjustments as needed.

Audit Preparedness: The Accountant should ensure that all financial records are audit-ready and assist with audits as needed.

Grants Management: The Accountant should manage grants effectively, including preparing grant applications and reports, tracking expenses, and ensuring compliance with grant requirements.

Customer Service: The Accountant should provide excellent customer service to internal and external stakeholders, responding to inquiries in a timely and professional manner.

Professional Development: The Accountant should engage in ongoing professional development to stay up-to-date with changes in accounting standards and regulations, and to enhance their skills and knowledge.

Teamwork: The Accountant should work collaboratively with other staff members, including the Administration, to ensure that financial operations are aligned with the school's overall goals and objectives.

Daily Tasks (Could Include More)

Record financial transactions: The Accountant will record financial transactions such as incoming payments, outgoing payments, and other transactions into the accounting software. They will also review and reconcile bank statements, credit card statements, and other financial documents.

Process invoices and payments: The Accountant will process invoices and payments, ensuring that payments are made on time and that the appropriate account codes are used.

Manage accounts receivable: The Accountant will monitor accounts receivable, follow up on outstanding invoices, and track payment receipts.

Manage accounts payable: The Accountant will manage accounts payable, processing invoices and ensuring timely payment to vendors.

Reconcile accounts: The Accountant will reconcile accounts to ensure that financial records are accurate and up-to-date.

Prepare financial reports: The Accountant will prepare financial reports such as income

statements, balance sheets, and cash flow statements for internal and external stakeholders.

Assist with budgeting: The Accountant will work with the School Business Manager and other staff members to prepare and monitor the school's budget, ensuring that expenses and revenues are properly tracked.

Provide support for audits: The Accountant will provide support for audits, ensuring that financial records are audit-ready and assisting with the audit process.

Prepare grant applications and reports: The Accountant will prepare grant applications and reports as required, ensuring compliance with grant requirements and deadlines.

Provide customer service: The Accountant will provide customer service to internal and external stakeholders, responding to inquiries in a timely and professional manner.

Attend meetings: The Accountant may attend meetings with the School Business Manager, other staff members, and external stakeholders to discuss financial matters, provide updates, and make recommendations.

Overall, the daily tasks of an Accountant at a school are focused on ensuring accurate and timely financial operations, compliance with accounting standards and regulations, and effective communication with internal and external stakeholders.

Job Rewards and Benefits Incentive Bonus

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