



JOB TITLE: Staff Accountant

DEPARTMENT: Business Office

FLSA: Non-Exempt

CLASSIFICATION: Full-Time

REPORTS TO: Controller

DIRECT REPORTS: None

BENEFITS: Medical, dental, and vision insurance, 40% tuition discount, basic and voluntary life insurance, and 401(k) Retirement Plan, with 4% matching after one year of service and 1,000 hours worked in a plan year. Supplemental benefits such as short-term and long-term disability plans and flexible spending accounts are available as employee-paid benefits.

SCHEDULE: Twelve-month, at-will, position, with vacation and sick leave accrued at 3.33 hours per pay period and 24 hours of personal/emergency leave available August 1 each year. Holidays include: Martin Luther King Day (observed), Presidents' Day (observed), Good Friday, Memorial Day (observed), Independence Day (observed), Labor Day, along with the school breaks of Fall Break, Thanksgiving Break, Christmas Break, and Spring Break. This position generally works a daily schedule of 7:30am to 4:00pm, unless requested otherwise.

JOB SUMMARY: Assists the business office with a variety of routine and complex financial and accounting tasks; including, but not limited to, updating databases or records with new information as it becomes available, reconciling and correcting data, and summarizing and compiling data for reports.

ESSENTIAL FUNCTIONS:

DUTIES:

- Coordinates online enrollment, including, but not limited to, set up, in conjunction with the Admissions Department.
- Responsible for all aspects of tuition assistance process, including, but not limited to, overseeing and reviewing applications, compiling recommendation spreadsheet, coordinating Tuition Assistance Committee meeting, presenting recommendation to committee, and preparing and mailing award/denial letters.
- Prepares account statements for Lindsey Nicole Henry scholarship recipients; submits quarterly requests for reimbursement, annual affidavit, and other reports, as required. Helps post LNH scholarships to qualifying students' accounts.
- Posts monthly MCA Foundation activity, prepares quarterly reports for the Foundation Committee, and calculates annual Foundation distribution to Metro.
- Provides assistance in preparing required documents for annual audit; works with auditors during the audit process.
- Prepares fixed asset and depreciation schedules.
- Calculates and posts Wanda Hartman endowment funds to qualifying students' accounts.
- Provides accounting assistance including reconciliations.
- Performs a variety of administrative work, including, but not limited to, Student Activity account reconciliations and special projects; ensures the accuracy and completeness of the same before submitting for approval.
- Coordinates new bank accounts for booster clubs, including, but not limited to, changing signers, submitting required documentation to the bank, coordinating obtaining signatures from individuals, and submitting completed documentation to the bank.
- Assists with collecting annual budget requests from departments.
- Transports bank deposits, as needed.

OTHER RESPONSIBILITIES:

- Assists with processing Opportunity Scholarship Fund applications.
- Performs other related work as requested.

MATERIALS AND EQUIPMENT USED:

- General Office Equipment
- Ten-key by touch

ESSENTIAL ATTRIBUTES:

- Effective oral and written communication skills.
- Excellent interpersonal and organizational skills.
- Exemplary care in handling confidential matters.

COMPUTER SKILLS:

- Proficient in the use of Microsoft Office applications, especially Microsoft Outlook, Excel and Word, and other pertinent applications.

REQUISITE KNOWLEDGE AND COMMITMENTS:

- Knowledge of and ability to demonstrate Christian professionalism appropriate to Metro Christian Academy.
- Knowledge of and ability to uphold and to integrate Metro Christian Academy's Statement of Faith, mission, vision, motto, and ideal employee profile.
- Knowledge of generally accepted accounting principles and office practices.

OTHER SKILLS AND ABILITIES:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to prepare routine and complex reports.
- Ability to perform routine and complex mathematical computations repeatedly and accurately.
- Ability to concentrate and pay close attention to details.
- Ability to maintain a safe and clean work environment.
- Ability to work with others in a team environment and display good interpersonal skills.
- Ability to respond to emergencies in a calm and effective manner.
- Ability to listen to co-workers and school employees and determine needs.

MIMIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- Associate degree in accounting, finance or related field, and
- Two years' experience working in an office environment with accounting responsibilities, and
- Experience in a not-for-profit environment preferred, or
- Any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

PHYSICAL DEMANDS:

- Ability to meet attendance requirements.
- Ability to read, write and communicate the English language.
- Ability to hear and interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to move hands in a repetitive motion including grasping, holding and finger dexterity.
- Ability to display eye-hand coordination.
- Ability to prepare and analyze figures.
- Ability to type and keypunch information into a computer.
- Ability to sort and file documents alphabetically and numerically.
- Ability to operate various office equipment necessary to complete the essential functions of the position.
- Duties are usually performed seated. Sitting may be relieved by brief periods of standing or walking.
- Limited amount of physical effort required associated with walking, standing, lifting and carrying light objects (less than 25 lbs.).

WORK ENVIRONMENT:

The work environment characteristics represented herein are representative of those an employee may encounter while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed indoors in a normal office environment where there are little to no physical discomforts associated with changes in weather or discomforts with dust, dirt and the like. There may be occasions of extreme noise levels associated with large groups of students.

STATEMENT OF PURPOSE:

This job description should *not* be interpreted as all-inclusive. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description. The employee will be evaluated in part based upon performance of the tasks listed in this job description, as well as performance on other tasks as assigned. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either party may terminate employment at any time, for any reason.