



Job Description | Accountant

Purpose

The Accountant will assist and provide oversight to the business functions of Living Stones Academy (LSA) including, but not limited to, accounts payable, accounts receivable, financial recordkeeping and reporting, and balancing. This position is approximately 10 hours/wk. Flexible work schedule is preferred.

Job Responsibilities and Requirements

Education/Experience Preferred

- BA in Accounting, CPA preferred, with 5+ years of accounting experience; non-profit experience preferred
- Proficiency using various accounting software; Microsoft Excel, Google Sheets, Quickbooks

Accounting Responsibilities

1. Manage accounts payable
2. Oversee accounts receivable and tuition collection
3. Manage all school activity accounts (PTO, other School accounts)
4. Provide accurate income and expense reporting
5. Oversee operational accounting for gifts and pledges
6. Prepare annual general journal entries for LSA closing year-end books
7. Hold responsibility for financial filing and record retention
8. Reconcile investment and bank accounts
9. Conduct annual
10. Other duties as assigned by LSA Head of School.

Requirements:

1. Model Christ-like behavior both in and outside of the school environment.
2. Communicate effectively, both orally and in writing.
3. Work collaboratively with other staff members.
4. Promote the mission of Living Stones Academy both individually and institutionally.
5. Protect all children from physical punishment or verbal abuse by anyone in any program activity, and immediately report any such incident to the Head of School.
6. Attend all professional development opportunities provided by Living Stones Academy or other agencies as recommended by the Head of School.
7. Be self-motivated, willing and able to work independently with little supervision.
8. Demonstrate organizational and planning skills.
9. Approach work responsibilities with enthusiasm and a positive attitude.

Job Classification and Compensation

This is a part-time, non-exempt position, meaning that it is not exempt from the hourly wage and labor laws.