



## JOB DESCRIPTION

**JOB TITLE:** Staff Accountant

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**DEPARTMENT:** Business Office  
**SUPERVISOR:** Controller  
**CLASSIFICATION:** Non-Exempt Staff (12 Month, Full-time)

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## SUMMARY

The Staff Accountant supports the business office with various accounting functions and bookkeeping tasks. This role requires a range of financial, accounting, and administrative/organizational skill levels, from routine monthly tasks and reconciliations to complex analysis and special projects. This position requires strong interpersonal and communication skills; experience in effectively communicating key data, and the ability to balance day-to-day priorities with long-term goals and projects. Responsibilities are:

- Bank Reconciliations, including reviewing monthly balancing accounts & transfer accounts
- G/L Journal Entries
- Generate and manage reports for budget holders and other financial analysis
- Audit report assistance and data analysis in Excel
- Prep of Bank Deposits, including processing of Cash Receipts Journals and collaboration with Advancement office
- Management of record scanning
- HPA support including monthly reconciliation of CC purchases, HPA Cash Receipts & A/P, and Concessions and School Store support
- Apply for all Beer Permit Licenses for Special events
- Purchasing Card ("P-Card") Program Administration including management of P-Card users, credit limits, and Expense Reporting problem-solving
- Purchasing Card reconciliation and Journal Entry creation
- Purchasing Card receipt tracking
- A/P check and ACH processing; Vendor management including W-9 collection, credit applications & tax-exempt applications
- A/P and Cash Receipt filing
- Coffee Supply Management
- General Office Supply oversight and replenishment
- Monthly Petty Cash reconciliation and cash box management and procurement for school activities and events
- Procurement of office orders (Amazon, Office Depot, etc.)



## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree from four-year college/university in accounting
2. C.P.A. license desired but not required
3. Strong background (3+ years) in office accounting
4. Knowledge and experience with Microsoft Office, especially Excel
5. Experience with Square usage and reporting is a plus
6. Knowledge of schools and educational landscape is a plus

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain congruency between the Board of Trustees approved mission statement and the management of the school's business operations.
- Assist the Controller with monthly bank reconciliations and create journal entries to balance by the 20th of the month following the closed month
- Create journal entries to be reviewed and posted by the Controller for various monthly reporting
- Prepare bank deposits for scanning and delivery to the bank
- Manage record scanning and save to shared business office drive
- Reconcile monthly purchasing card statement and create journal entry for general ledger
- Track and enter purchasing card receipts to appropriate Google drive account
- Process and enter A/P and ACH transactions
- File A/P and ACH transactions
- Manage bi-weekly coffee supply delivery and process invoice
- Maintain supply inventory and order as needed
- Reconcile petty cash monthly
- Procure office orders (Amazon, Office Depot, etc.)
- Perform other duties as assigned by supervisor or administration

## **COMPETENCIES**

1. Professional and effective written, oral, and listening communication skills.
2. Respectful attitude toward school faculty, students, and parents.
3. Demonstrate a high level of work, personal and professional ethics.
4. Enthusiasm for working collaboratively as part of the Harding Academy team.
5. Active involvement in school functions, goals, activities, etc.
6. Ability to demonstrate critical thinking skills, edit others copy, complete projects in a timely manner, and meet deadlines.
7. Working knowledge of office technology including email, spreadsheets, written and electronic correspondence, internet, etc.



## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to speak; hear; stand; walk; sit; use hands to finger, handle, grasp or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be available to allow the employee to perform the essential functions of the job.

## Work Values at Harding Academy<sup>1</sup>

### INCLUSIVITY

- I will be **kind**\*. I will be caring, helpful and thoughtful in my words and actions.
- I will be **open**\*. I will be open to change, differences, new ideas, experiences, and people.
- I will be **my best**\*. I will work to be my best and bring out the best in others.
- I will be **respectful**\*. I will treat myself and others with consideration and fairness.

### CONNECTIVITY

- I will be **positive**. I will cultivate the positive in every relationship.
- I will **do what is best for Harding**. I will make decisions based on the long term, rather than what is best for myself or my team right now.
- I will **meet children where they are**. I will know my students and their families well and make every effort to help them grow.

### CREATIVITY

- I will **problem-solve**. I will assess situations, frame problems, test solutions and identify a path forward.
- I will be **resilient**. I will use failure to come back stronger than before.
- I will be a **sense-maker**. I will help to find meaning in our collective experiences.
- I will **innovate**. I will take chances and push the envelope in the craft of teaching.

### CURIOSITY

- I will be a **learner**\*. I will be a curious and resourceful lifelong learner.
- I will **seek the perspective of others**. I will seek perspectives different than my own.
- I will **collaborate**. I will come to my work full of ideas and engage others in theirs.+
- I will engage in my craft with a “**Growth Mindset**.” I will accept feedback with an assumption of good intent and use it to improve.+

### INTEGRITY

- I will be **honest**\*. I will be trustworthy, and I will face my mistakes and learn from them.
- I will be **communicative**. I will communicate promptly, transparently and directly.+
- I will exercise **good judgment**. I will identify root causes and go beyond treating symptoms. I will use data to inform my intuition.+
- I will be **reflective**. I will take the time for conscious consideration and analysis of my beliefs and actions.

### RESPONSIBILITY

- I will be **dependable**\*. I will be responsible, and I will be accountable to my community and myself.
- I will **serve my community**. I will extend myself in giving, helping and loving others.
- I will **Lead**. I will cultivate leadership characteristics in myself and my students. I will frequently contribute valuable ideas and expertise in order to instill in others a desire to improve student learning outcomes.+
- I will seek to **understand expectations** of me and clarify my expectations of other

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<sup>1</sup> \*Community Code values

+Faculty evaluation rubric item