



**Accounting Associate
Reid Temple Christian Academy
Job Description**

Reports to: Head of Business Management
Supervises: NA
FLSA Status: Full-time, exempt employee

Summary: The Accounting Associate will manage the day-to-day accounting process for RTCA under the supervision of the Head of Business Management. The Accounting Associate will play a key role in the daily management of customer accounts, recording of daily transactions, monthly account reconciliations, month-end closings and the annual financial audit.

Key Responsibilities:

- Facilitate day to day accounting operations, including A/P and A/R, bank reconciliations, preparation of month end schedules, and the preparation and facilitation of the annual audit and filing of the 990 tax return
- Responsible for check issuance, managing payables and ensuring accuracy of each bill or check request and proper classifications
- Facilitate the tuition management process
- Process all credit card charges and reconcile monthly credit card statements
- Prepare 1099 forms
- Maintain updated vendor files including W-9 forms
- Perform monthly account reconciliations for all bank accounts and customer A/R accounts
- Verify that transactions comply with financial policies and procedures
- Ensure that accounts payable and closings are performed in a timely manner
- Work closely with department heads to manage organizational expenses
- Establish and maintain systems of internal controls to ensure the integrity of all financial reporting systems, processes and data
- Assist in other areas of operations as requested

Qualifications/Requirements:

- Bachelor's Degree in Business Administration, Accounting or Finance required. Masters preferred
- 3 to 5 years of experience in a School Business Office would be helpful; experience with financial database administration is essential

- Excellent verbal and written communication skills; ability to interact and communicate positively with individuals at all levels and maintain confidentiality and professionalism at all times.
- Experience working in a fast-paced environment with demonstrated ability to manage multiple competing tasks and demands. Work requires continual attention to detail in maintaining and querying databases, creating spreadsheets, composing, typing and proofing materials, establishing priorities and meeting deadlines.

Physical Requirements:

The employee is frequently required to walk to various areas of the school, church and business office. While performing the duties of this job, the employee may occasionally push or lift up to 25 lbs. such as boxes, supplies, etc.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.