



LA CHEIM SCHOOL, INC.



Job Description

Job Title: Senior Staff Accountant –
Temporary Position 3 months minimum pending leave return)

Work Location: El Sobrante

Division/Department: Fiscal Administration Office

Reports to: Chief Financial Officer (CFO)

Full-time
 Part-time

Exempt
 Nonexempt

Full Job Description

La Cheim, Inc., a not-for-profit organization looking for a bright, energetic person to fill the General Ledger/Accounts Receivable/Accounts Payable position.

Description:

Accounting responsibilities will include day to day accounting operating such as GL and A/R & A/P, classification of expenses, revenue and expense recognition and reconciliation of general ledger accounts. Combined responsibilities will include interaction with clients to ensure that the billing is correct, and payment is received in a timely manner.

- Analyzes and reconciles general ledger accounts to ensure accuracy and to provide management information.
- Monitors the bank accounts and prepares a monthly reconciliation of bank statements. Creates and prints monthly general ledger reports including budget performance reports, revenue, and expense updates.
- Prepares journal entries.
- Reviews staff and vendor invoices for proper coding,
- Tracks all accounts receivables/collections and sends out invoices in a timely manner.
- Process payroll with Paychex Payroll System.
- Other duties may be assigned, as necessary.

Requirements:

Requires the ability to organize and prioritize workload and communicate effectively with customers and co-workers.

- Two plus years working with general ledger accounting and be able to analyze and reconcile the general ledger accounts to ensure accuracy and provide management information, monitors the bank accounts and prepares a monthly reconciliation of bank statements. Creates and prints monthly general ledger including budget performance reports, revenue, and expense updates.
- Strong understanding of accounting principles.
- Must be proficient in Peach Tree or other accounting software. Experience working with school attendance is a plus.
- Excellent computer skills including Microsoft Word and Excel
- Ability to work confidentially and independently and advise supervisor on status of collections and

promptly alert them to problems or delays.

Physical Requirements:

The following is the extent of the specific activity required for this position:

- Sitting – up to 2 hours, not continuously; standing – up to 4 hours, not continuously
- Walking – up to 2 hours, not continuously; bending over – up to 1 hour, not continuously.
- Crawling – up to 0 hours; climbing – up to 0 hours, reaching overhead – up to a few minutes.
- Crouching – up to ½ hour, not continuously; kneeling – up to a few minutes
- Balancing – up to 0 hours; pushing or pulling – up to a few minutes.
- Lifting or carrying – 25 pounds or less; repetitive use of feet – up to 0 hours
- Repetitive use of hands – up to 0 hours
- Grasping – with one or both, simple and firm, for up to 1 hour, not continuously
- Fine dexterity - either hand up to 1 hour, not continuously Auditory and visual acuity – 8 hours within normal limits and may be with glasses, contact lenses or hearing aids
- Driving cars and vans; Exposure to uneven concrete and blacktop
- Exposure to normal dust, heat, and noise
- Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management.
- Frequent exposure to office equipment

Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area. We encourage and actively recruit applicants representing diversity of color, age, sex, race, religion, national origin, physical ability, sexual orientation, or political affiliation.

Print Employee Name:

Employee Signature:

Date:

