

## Accounting Assistant Job Description

The Accounting Assistant is responsible for the maintenance of the general ledger, bank deposits and reconciliations, accounts payable, enrollment tracking, maintenance of SMART activity reports, file management, financial reports as needed and other administrative duties as assigned by the Head or Business Manager. This position reports to and is supervised by the Business Manager.

### **Responsibilities include but are not limited to:**

Banking including deposits, disbursements, credit card processing and cash flow management

General Ledger including regular reconciliations of all accounts and reconciliations with third-party service vendors

Recordkeeping including expenditure reimbursement processing, maintenance of enrollment database, reconciliations with Office Manager/Registrar, Admissions Office and Development Staff re: Enrollment, Fundraising and Admissions, Financial Reporting including monthly expense reports, assist Business Manager in preparation for annual audit, production of 1099 reports and issuance of 1099s

Administrative Responsibilities include responding to phone inquiries, filing and file management, and support to Head of School, Business Manager, Office Manager and other department heads as needed

### **Qualifications and experience:**

Financial management, Quickbooks and Excel experience necessary, business management experience a plus. Mature, organized, flexible, reliable person needed for small, friendly, busy office.

This is a part-time, hourly position with an expected 12-16 hours/wk, schedule tbd., salary commensurate with experience. E-mail [businessoffice@commonschooll.org](mailto:businessoffice@commonschooll.org) for details and application

The Common School is committed to building and sustaining a community that is richly diverse and includes a wide range of family structures, racial, cultural and socio-economic backgrounds, and gender identities. We actively seek candidates who bring racial and cultural diversity to the school.