



CHATTANOOGA
GIRLS LEADERSHIP
ACADEMY

UNLOCKING A WORLD OF POSSIBILITY

Position Title	Accounting Assistant
Department	Finance & Accounting
Position Summary	Performs daily accounting functions and responsibilities for the Finance Department
Typical Duties and Responsibilities	<ul style="list-style-type: none">• Perform daily accounting functions relating to managing account receivables and account payables under the direction of the Accounting Associate.• Assist with recording daily deposits• Assist with processing checks for payment of invoices• Prepare and maintain supporting documentation and post journal entries to accounting software for debit card transactions, EFT transactions, etc.• Resolve customer billing discrepancies• Assist with purchasing supplies and equipment on approved purchase orders.• Assist with balancing accounts on a monthly basis• Assist with year-end closing requirements of the accounting school year• Assist in preparing audit documents for annual audit• Assist with other finance operations listed below:<ul style="list-style-type: none">○ Preparing financial statements and board reports○ Preparing financial budgets○ Other Finance Reports as needed• Manage inventory for school's furniture and equipment (excludes IT equipment).• Other duties as assigned.
Required Qualifications	Education and training: Associate degree in accounting, or a minimum of three (3) years accounting experience
Preferred Qualifications	Experience with working in an accounting software system Experience with school accounting Advanced skills in Microsoft Excel Experience with non-profits
Knowledge, Skills, Abilities and Work Characteristics	a. Knowledge: Knowledge of accounting rules and procedures b. Skills: Effective oral and written communication. Interpersonal skills consistent with maintaining effective working relationships. Prepare routine accounting reports and correspondence. c. Abilities: Ability to analyze and resolve issues independently. Ability to multi-task and effectively prioritize work volume. Ability to understand and apply Generally Accepted Accounting Principles (GAAP). Ability to communicate with customers both written and verbally.
FLSA Status	Exempt
Employment Category	Full-time Classified Staff 12-month employee
Salary	Will be determined based on experience