

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 for Chattanooga Preparatory School and Chattanooga Girls Leadership Academy. • Process checks for payment of invoices and record all incoming revenues. • Prepare and maintain supporting documentation and post journal entries to accounting software for payroll, debit card transactions, EFT transactions, etc. • Maintain accounts using accounting software system • Resolve customer billing discrepancies • Assist with purchasing supplies and equipment on approved purchase orders. • Balance accounts on a monthly basis • Perform 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 • Other duties as assigned.
Required Qualifications	Education and training: Bachelor's degree or associate degree in accounting, or a bachelor's degree in finance with a minimum of three (3) years accounting experience
Preferred Qualifications	Experience with accounting software system Advanced skills in Microsoft Excel Experience with non-profits
Knowledge, Skills, Abilities and Work Characteristics	<p>a. Knowledge: Knowledge of accounting rules and procedures</p> <p>b. Skills: Effective oral and written communication. Interpersonal skills consistent with maintaining effective working relationships. Prepare routine accounting reports and correspondence.</p> <p>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).</p>
FLSA Status	Exempt
Employment Category	Full-time Classified Staff 12-month employee
Salary	Will be determined based on experience