



**CHATTANOOGA  
PREPARATORY  
SCHOOL**

<b>Position Title</b>	<b>Accounting Associate</b>
<b>Department</b>	Finance & Accounting
<b>Position Summary</b>	Performs daily accounting functions and assist Chief Finance Officer with various responsibilities
<b>Typical Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Perform daily accounting functions relating to managing account receivables and account payables for Chattanooga Preparatory School</li><li>• Process checks for payment of invoices and record all incoming revenues.</li><li>• Prepare and maintain supporting documentation and post journal entries to accounting software for payroll, debit card transactions, EFT transactions, etc.</li><li>• Maintain accounts using accounting software system</li><li>• Resolve customer billing discrepancies</li><li>• Assist in preparing invoices relating to grants for reimbursement</li><li>• Assist in preparing, submitting, and reviewing documents relating to payroll</li><li>• Assist in updating Payroll Company with changes impacting employee's pay such as deductions, new employees, leave, etc.</li><li>• Assist with updating employees with changes impacting their pay to include retirement information, leave balances, changes to deductions, etc.</li><li>• Balance accounts on a monthly basis</li><li>• Perform year-end closing requirements of the accounting school year</li><li>• Prepare and submit all audit documents for annual audit</li><li>• Assist with other finance operations listed below:<ul style="list-style-type: none"><li>○ Tracking and managing employee leave</li><li>○ Preparing financial statements and board reports</li><li>○ Preparing financial budgets</li><li>○ Tracking revenues and expenditures for restricted accounts</li><li>○ Processing and tracking Purchase Orders</li></ul></li><li>• Other duties as assigned.</li></ul>
<b>Required Qualifications</b>	Education and training: Bachelor's degree in accounting, finance, or business and a minimum of three (3) years accounting experience
<b>Preferred Qualifications</b>	Experience with accounting software system Advanced skills in Microsoft Excel Experience with non-profits
<b>Knowledge, Skills, Abilities and Work Characteristics</b>	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).
<b>FLSA Status</b>	Exempt
<b>Employment Category</b>	Full-time Classified Staff 12-month employee
<b>Salary</b>	Will be determined based on experience