



Job Title/Department	Accountant
Employee Classification	<i>Exempt / Full-Time</i>
Employee Reports To	CFO

Summary:

Julie Billiard Schools is a network of schools serving children in grades K-8 with special learning challenges. Currently there are campuses in Lyndhurst and Akron that offer unique learning environments for students with autism, ADD/ADHD, dyslexia and social learning challenges. We are Catholic, non-public schools that respect diverse faith traditions.

Job Purpose

The accountant performs daily, monthly, and annual accounting activities for the JB Network according to generally accepted accounting principles. The accountant will assist the Chief Financial Officer and JB Leadership with the ongoing financial management of the school. Additionally, this position analyzes and prepares informational data for school budgets and operations.

Duties and Responsibilities

The following is a list of primary duties and responsibilities. Other duties to be assigned as needed. Reasonable accommodations can be made to employees with qualified disabilities who can perform the essential functions of the job, so long as there is no undue hardship created upon the organization or other employees within the organization.

General Accounting / Financial Statement Preparation

- Prepares monthly financial statements, including variance analysis
- Prepares monthly balance sheet reconciliations
- Prepares and posts monthly journal entries to the general ledger.
- Maintains fixed asset and depreciation schedules.
- Ensures proper classification of transactions among entities.
- Analyzes financial information used for decision making.

Revenue Cycle Accounting

- Ensures tuition, summer camp, school fee and aftercare invoicing is correct and timely.
- Reconciles the accounts receivable subsidiary ledger to the general ledger.
- Reviews accounts receivable for collectability. Follows approved collection procedures.
- Maintains tuition and financial aid spreadsheets.
- Enters Aftercare charges from FACTS to the general ledger.
- Generates Beyond Camp and tuition payment agreements.
- Records monthly journal entry for allowance for uncollectible accounts.
- Follows established procedures for processing receipts.
- Makes bank deposits.

Fund Accounting

- Works with Advancement department to ensure correct classification of donations to reflect donor intent.
- Works with Advancement department to reconcile Advancement income and pledges receivable in Raiser's Edge to general ledger on a monthly basis.
- Records monthly journal entry for allowance for uncollectible pledges.
- Provides financial information required for grant applications and reporting as needed.

Payroll

- Prepares and posts bi-weekly payroll related journal entries.
- Reviews payroll and approves bi-weekly payroll prior to processing.
- Serves as back-up for payroll processing.
- Collects census data for 401K testing.
- Calculates and records unemployment and workers compensation payments.

Accounts Payable

- Obtains invoice approvals and ensure correct coding of invoices.
- Processes payables, including printing checks.
- Reconciles credit card accounts.
- Obtains W-9s from vendors.

Budget

- Assists with annual budget preparation.
- Assists with annual budget spread and entry in the general ledger.

Other

- Assists with annual audit.
- Provides data for cash flow analysis.
- Assists the CFO in ensuring there are proper internal controls.

Professional Development

- Participates in continuing education and professional development and other training programs offered to increase skill and proficiency related to the assignment.
- Reviews current developments, changing legal requirements, and technical sources of information related to job responsibility.

Performs other tasks and duties and assumes other responsibilities as may be assigned by the CFO, President or designee.

Education, Experience and Qualifications

Education / Certifications

Required:

- Bachelor's degree in Accounting from an accredited institution

Preferred:

- CPA

Experience

Required:

- 3+ years of related experience
- Public accounting experience
- Thorough knowledge of GAAP
- Knowledge of accounting practices relevant to non-profit accounting.
- Current knowledge of QuickBooks or similar computer based accounting software.

Preferred:

- Prior work experience in a non-profit organization.

Qualifications

Required:

- Skills and abilities
 - Independent and innovative self-starter who can display an ability to learn rapidly and adapt quickly changing situations
 - Ability to work independently and perform assigned accounting responsibilities with a minimum need for direct supervision and review
 - Must be highly organized with exceptional attention to detail and accuracy.
 - Ability to work under pressure to meet deadlines
 - Creative and strategic problem solving abilities
 - Exceptional ability to work collaboratively and to provide excellent customer service to internal staff and external partners.
 - Ability to communicate clearly, concisely, and professionally both orally and in writing.
 - Belief and commitment to the JB way and mission and to embracing the Sisters of Notre Dame's philosophies and teachings

Working Conditions

- The work of this class is generally sedentary and performed in an office environment. Requires the use of computers and other office equipment.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, sit, see, and hear (corrected or uncorrected). The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds.

Supervision Received

Reports to and is evaluated by the CFO. The Accountant must be able to work autonomously under the general direction of the CFO.

Direct Reports

None.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed within this job. However, this job description is not intended to be an exhaustive list of responsibilities, duties, qualifications or physical demands associated with the position.

Please review the attached summary of JB’s Values and Competencies that contribute to and support JB’s culture and the desired day-to-day workplace behaviors of all of our employees.

Approved by:	
Employee Signature:	
Date Approved:	

Julie Billiard has a unique set of values and competencies that support and contribute to our culture and the desired day-to-day workplace behaviors of all of our employees.

Values

JB's Values serve to support our vision, shape our culture and reinforce the standards of behavior expected of all employees.

Collaboration: Understands that we make each other better and seeks to foster a team approach both with colleagues and other stakeholders; cooperative; open minded; trustworthy and honest. Seeks and fosters great partnerships with a focus to work jointly toward a common goal.

Compassion: Shows kindness, caring and a willingness to help others. Actions, words, and outcomes create, support and contribute to a positive environment of acceptance, belonging and respect that represents the mission of Julie Billiard Schools.

Communication: Communicates effectively with colleagues, JB staff and external stakeholders to better understand and to develop productive career relationships; works in partnership with others to meet or exceed expectations while achieving JB's mission.

Family: Values, supports and embraces the diversity of peers, colleagues, students and others that makeup the Julie Billiard Schools Family or community.

Positive Attitude: Maintains a positive attitude and incorporates humor into work with team, JB community, and external stakeholders.

Competencies

JB's Competencies support the mission, vision and values of our organization. They are a combination of observable and measurable knowledge, skills, abilities and personal attributes that contribute to effective employee performance.

Develops Effective Relationships: Effectively communicates with JB colleagues and team members and develops productive career relationships with others; works in partnership with others to meet or exceed expectations while earning respect.

Growth Mindset: Demonstrates willingness to take on tasks outside of comfort zone and learn while doing, proactive and does not wait to be asked to take initiative; makes suggestions for internal and external stakeholders that will challenge and improve processes.

Quality of Work: Strives for excellence in his/her work; creates deliverables that meets or exceeds expectations and deadlines; effectively executes on day-to-day work and on projects; adapts relevant Julie Billiard values and competencies into work; willing to "do whatever it takes" to get the job done.

Hard Work: Shows resourcefulness and does what it takes to get the job done, exceeding JB expectations. Adept with available tools and technologies; executes a project work plan and timelines to meet stakeholder expectations; understands and meets project economics. Understands and applies best practices.

Excellence: Strives to raise the bar and set the standard for career excellence in his/her field to ultimately reflect on JB Schools as a leading network for children with special learning needs and an exceptional employer for those who share our mission.

Leader – Competencies – for employees in leadership roles or who have direct reports
(not applicable to teachers or individual contributors)

Leader: Creates and maintains an environment that allows employees and students to grow and be successful. Builds accountability and maintains effective relationships with others.

Faith Leader: Provides spiritual leadership for the staff and students. Reflects and models Catholic values and attitudes in interactions with others.