



summit schools
brilliant beginnings, bright futures

Accountant

Summit Schools is seeking a part-time accountant. The essential function of the position with the organization is to maintain systems of accounting and internal control to satisfy the school's financial record-keeping obligations. This position is responsible for performing professional accounting work in accordance with generally accepted accounting principles, providing reliable financial forecasts and other reports from which executives can make informed decisions, leading in the preparation of budget creation and monitoring, and performing related work as assigned. This position works closely with the school's Senior Leadership Team (SLT).

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Head of School.

Finance and Accounting

- In consultation with the SLT, prepare the school's annual budget and review and update as necessary
- Monitor income and expenditure in relation to the school's budget, and produce monthly reports for the Board of Trustees and SLT
- Keep all school accounts and prepare income and expenditure reports. Prepare accounts for submission (monthly) to the school's auditors
- Assist in the preparation for the annual audit
- Maintain and oversee all bank accounts including the school's credit cards, completing monthly reconciliations and reporting banking errors
- Ensure that the school's finance policy is reviewed and updated as necessary
- Be responsible for all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips
- Be responsible for the completion of the school's payroll

- Initiate the payment of wages by the school's payroll provider, liaising with the provider as required
- In conjunction with the office manager, scrutinize and attend to the payment of all invoices and statements of account
- Carry out and keep analyses of costs and other statistical information
- Manage, negotiate, and monitor all contracts, leases, and relationships with external contractors
- Advise the Board of Trustees and its committees as required
- Provide critical financial analysis routinely
- Assists in preparing and/or reviewing classroom budgets
- Prepares financial information/responses for Board of Trustees meetings, and attends BOT meetings as needed

Personnel

- Onboard new employees (I9, tax forms, benefit applications, etc.)
- Manage staff contracts in accordance with school's procedures
- Manage annual review of staff benefits

Administration

- Process all Accounts Receivable transactions
- Record all Accounts Payable transactions
- Create, deliver, and monitor student enrollment contracts and financial aid agreements
- Manage and facilitate bad debt collection process
- Participate in Finance Committee meetings, and with the Financial Aid subcommittee
- Ensure that all administrative duties, checks, documentation, reports and returns are completed accurately and submitted within required deadlines
- Collate information, statistics, and prepare reports as required by the Board of Trustees, or SLT
- Respond to family inquiries

EDUCATION AND EXPERIENCE REQUIREMENTS

- Requires a minimum of a bachelor's degree in accounting, finance, or related field
- Master's degree in accounting preferred

- Requires a minimum of 3 years of accounting experience

HOURS AND COMPENSATION

Up to **25 hours** a week (flexible schedule); **\$31.25/hour**

To apply, please send resume to april.bickford@summitschools.org

About Summit Schools, Inc

Summit Schools is committed to preparing our students to work in an evolving, information-centered, global community of the 21st century. Enriching experiences, mindfulness and technology empower students to affect positive change in our world. Children become architects of their learning at Summit.

Summit is the only private, independent, non-religiously affiliated PreK-middle school in Cedar Rapids, Iowa. We enjoy our unique position and are proud of the progress our students make individually and as a whole. Our students excel because of our high expectations, our multi-sensory approach to teaching and learning, and our attention to the individual needs and gifts of each child. Families select Summit Schools for their children because they value personalized education. Visit summitschools.org for more information.

Summit Schools is committed to being an equal opportunity employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, genetic predisposition or carrier status, marital status, or sexual orientation. Accommodations will be provided to qualified individuals requiring them.