



**Job Title:** Staff Accountant

**FLSA Status:** Exempt

**Department:** Finance

**Reporting Relationship:** Chief Financial Officer

#### **POSITION OVERVIEW**

Legacy Early College ("Legacy") is looking for a talented staff accountant able to assist in implementing new systems and procedures. The position is full-time (40 hours per week, Monday – Friday) role which performs a variety of accounting functions within the Finance Department.

#### **ROLES AND RESPONSIBILITIES**

##### **Duties**

- **Accounts Payable/Purchasing**
  - All data entry related to payables
  - Properly code all invoices to proper fund, function, object, location and project as applicable; research if not initially provided sufficient information to code
  - Pay vendor invoices in a timely manner
  - Review vendor statements; research and resolve discrepancies
  - Assist in distribution of monthly credit card statements and subsequent reconciliation
  - Purchase supplies and equipment as authorized
- **Payroll**
  - Process semi-monthly payroll in a timely manner
  - Assist in distribution of payroll checks and process related agency checks
  - Assist in the maintenance of the payroll system including employee deductions and cost centers
  - Record payroll distribution in the accounting system
- **Cash Management/Receivables**
  - Receive funds from various school levels including picking up deposits from the Elementary School
  - Responsible for preparing bank deposits
  - Responsible for entering all deposits into Intacct, including customer payments when applicable
  - Assist the various school levels with cash collections through the Square application
  - Assist in preparation of various federal claims for reimbursement
- **Other**
  - Ensure accurate and timely completion of assigned tasks
  - Maintain an orderly accounting filing system
  - Assist in preparing and reviewing journal entries
  - Assist with other accounting projects, as needed

##### **Skills & Qualifications**

- Bachelor's Degree in Accounting, Business Administration or other field closely related to functional responsibilities
- Knowledge of general accounting principles and reporting requirements, experience in School, Governmental and/or Not-For-Profit accounting a plus
- Computer literate with knowledge of Microsoft Office products, Adobe and general accounting software; experience with Intacct and Kronos/UKG a plus
- Excellent analytical, problem solving and decision making skills; high degree of accuracy, attention to detail and confidentiality
- Self-disciplined and well-motivated; able to work independently in a fast-paced environment
- Ability to work as an effective team member.
- Good organization, time management and planning skills

##### **Work Schedule**

This position will operate on the centralized Legacy Early College central office calendar, on the 240-day schedule.

##### **Compensation & Benefits**

Compensation packages are competitive, including benefits.

##### **Physical Demands**

The physical demands characteristics described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.



- Long periods of standing and sitting and have the ability to lift items up to 25lbs. is required.
- Requires normal/corrected vision and hearing.
- Position may require travel.
- Periodic participation in activities to support Legacy Early College is required.

**Work Environment**

The work environment characteristics described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

**General Sign-off**

The employee is expected to adhere to all company policies. Duties may be changed at the discretion of Legacy Early College at any time.

**Statement of Non-Discrimination**

Legacy Early College is committed to a policy of equal treatment for all individuals applying for employment. Legacy Early College does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

**To Apply**

Please send resume directly to [gsparnell@dhgsearch.com](mailto:gsparnell@dhgsearch.com) for consideration.