



A K-6 SCIENCE TECHNOLOGY ENGINEERING & MATHEMATICS SCHOOL

## School Accountant

### Job Summary

Reporting to the Business and Operations Manager, the School Accountant is responsible for day-to-day accounting functions and will have responsibility for journal entries, reconciliations, cash receipt entry, and other accounting duties as needed. This role requires an organized and detail-oriented individual with excellent Excel skills, familiarity with Quickbooks, and an understanding of school accounting practices and policies.

### About the Banneker

The Benjamin Banneker Charter Public School, located in Cambridge, is celebrating 25 years of educating children in Massachusetts. After 25 years of building and refining, the Benjamin Banneker Charter Public School delivers an excellent academic program, where students gain self esteem and favorably view their school experience. The program's design is rigorous yet agile and ever-evolving. The results have been well validated, with overall proficiency scores of nearly 20 percentage points above the Massachusetts state averages for ELA, Math, and Science.

The Banneker is a small but very inclusive community of educators. We believe that we can best achieve our mission when our leadership, teachers, and staff reflect our students' identities and when all are working on behalf of our students and families.

### Education and Experience

- Bachelor's degree in accounting, finance preferred or other related field OR
- 3 or more years' experience in school accounting, bookkeeping and AP
- Strong computer skills, including Excel and standard accounting software platforms
- Advanced/working knowledge of Microsoft Excel and MS-Office Suite, Quickbooks
- Demonstrated experience in an accounting role, working with multiple stakeholders
- Appreciation for diversity and ability to collaborate cohesively in a diverse environment

### Tasks include but are not limited to:

- Ensure all accounting entries are properly recorded and accounting processes are followed in accordance with GAAP and meet all federal, state and local requirements.
- Monitor accounts and generate routine and ad hoc reports and analysis to ensure the accuracy of financial data and consistency with approved budgets; provide timely budget information and feedback to schools, departments, and leadership.

CHARTER PUBLIC SCHOOL

# BENJAMIN BANNEKER

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- Responsible for all aspects of grant accounting including proper coding of expenditures, balancing of accounts,.
- Reconciles balance sheet accounts on a monthly basis.
- Maintain the general ledger and assist with month-end close.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform audit as needed.
- Provide timely budget reports to department leaders.
- Assist Business and Operations Manager on annual school budget.
- Process payment requests
- Manage biweekly payroll processing
- Maintain and organize AP record/files
- Manage vendor profiles such as purchase orders, contracts, W-9, ACH info form and acceptable payment methods
- Assist the Business and Operations Manager to reconcile the accruals and track the payment status

## **Compensation**

Staff members are provided with a competitive salary, full benefits, and a working environment that includes the necessary technology and resources to succeed. Most of all, you will join a team of like-minded professionals working to achieve the same mission.

As an equal opportunity employer, Benjamin Banneker Charter Public School provides equal employment opportunities without regard to race, religion, creed, color, national origin, ancestry, age, gender, sexual orientation, gender identity, military service, disability, genetic information, or any other category protected by federal or state law

WELCOMING ALL CHILDREN · CHALLENGING EVERY LEARNER · CELEBRATING STUDENTS' SUCCESS

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