



Prestonwood Christian Academy

Job Description

Position: **Staff Accountant**
Category: Salaried, Non-Exempt
Full-time, year-round

Reports to: Controller

Mission: To assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong, clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

Duties and Responsibilities:

- Assists Controller with month-end close for all PCA entities including:
 - Performs multiple monthly reconciliations and supporting journal entries including certain cash accounts, Brushfire, minimester, PP&E, deferred tuition accounts, fees, HUB, PTF, etc.
 - Reconciles FACTS deposits
 - Inputs the annual budget
 - Prepares audit schedules as required
- Assists Accounts Receivable Accountant as needed including:
 - Processes annual enrollment and reenrollment contracts
 - Inputs Student Billing and Miscellaneous Cash Receipts deposits
 - Processes credit card payments
 - Answers questions regarding Student Billing accounts
- Acts as back-up for Accounts Payable processing
- Calculates and processes the HUB monthly sales taxes
- Communicates effectively and responds timely and professionally to customer requests
- Demonstrates effective organizational skills and ability to meet strict deadlines
- Responds to changing technology
- Maintains an effective records management system
- Analyzes and exercises judgment concerning procedural and system problems and makes effective recommendations
- Other duties as assigned

Qualifications:

- Bachelor's Degree in Accounting degree, CPA preferred
- Minimum two years' experience working with the General Ledger in an accounting environment

- Proficiency in Microsoft products in Windows and Office family, especially Excel
- Knowledge of Blackbaud and FACTS Tuition Management systems preferred
- Excellent organization, multi-tasking and time management skills
- High level of confidentiality
- Professional telephone and office etiquette

Physical Requirements and Working Conditions:

- Ability to perceive sounds at normal speaking levels with or without correction
- Ability to express ideas by means of the spoken word to convey instructions to other workers and customers
- Ability to communicate effectively, even in stressful situations
- Repetitive motion of the wrists, hands and fingers due to typing and 10-key punch calculator
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Sedentary office work with occasional lifting of up to 10 pounds
- Subject to frequent interruptions and strict deadlines

Additional Information:

- Excellent benefits include medical & dental plan, retirement plan and tuition discount
- Position will receive personal and vacation time as provided in the PCA Employee Handbook