



WCA EMPLOYMENT OPPORTUNITY

To apply, email your resume and cover letter to our Director of Finance, Anthony Masevice, at: tmasevice@westsideacademy.org

BUSINESS OFFICE ACCOUNTANT/ACCOUNTS RECEIVABLE SPECIALIST PART-TIME

Under the direction of the Director of Finance, manages and performs multiple duties related to the accounting functions of the school within established deadlines.

Duties & Responsibilities:

- Manages accounts receivable and accounts payable functions, ensuring accurate accounting for all business transactions
- Records, classifies and summarizes accounting transactions necessary to close the books each month; prepares journal entries to account properly for deferrals/accruals of income and expenses
- Prepares monthly financial statements, including income statements, balance sheets and cash flow statements; generates other financial reports as requested
- Ensures compliance with all state and federal reporting requirements (e.g. IRS Form 990, State of Ohio Workers Comp reporting) for non-profit agencies
- Verifies and posts accounts receivable, cash and related transactions into the school's accounting system
- Reviews documents associated with cash receipts, donations and tuition payments for proper endorsements and accuracy; resolves discrepancies before entering into records
- Generates customer invoices as needed, and pursues collection of delinquent customer accounts; processes customer inquiries and calculates any necessary modifications to accounts
- Prepares and makes necessary bank deposits on a timely basis
- Monitors bank balances, performs monthly bank reconciliations, and transfers funds between bank accounts as instructed
- Maintains required customer records, reports and files in an organized manner, according to established record retentions policies
- Monitors receivables, analyzes/reconciles accounts and informs Director of any unusual activity
- Provides revenue reporting information for school personnel, and prepares needed analysis to support the monthly close and the annual audit
- Maintains liaison with other school personnel to facilitate proper fiscal accountability of funds

Qualifications:

- B.S. degree in Business or Public Administration required, accounting major/CPA preferred
- Understanding of bookkeeping procedures, and 1-2 years relevant experience
- Detail oriented with strong organizational skills
- PC literate, familiarity with financial software a plus
- Excellent communication and interpersonal skills, ability to work well in a team environment
- In agreement with our Statement of Faith