



Job Title: Accounting Associate

Department: Teach One Academy & Learning Center

Reports To: Executive Director

Hours: Part Time, evening and weekend hours as needed

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

The role of the Accounting Associate is an integral part of the business office. Responsibilities include accounts receivable, accounts payable, support of payroll and benefits administration, and additional analysis and reporting. The position requires skillful time-management along with excellent customer service and an ability to work both independently and collaboratively. Accuracy, attention to detail, initiative, and integrity are essential for the job. The position also requires strong communication, technological, and organizational skills. Exceptional interpersonal skills are a must.

Essential Functions:

- Under the leadership of the Executive Director, track all budgetary guidelines and expenses;
- Compile and analyze financial information to prepare entries to general ledger accounts; analyze financial information detailing assets, liabilities, and capital;
- Prepare balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position;
- Audit contracts, orders, and vouchers, and prepare reports to substantiate individual transactions prior to monthly close process;
- Establish, modify, document, and coordinate the implementation of accounting and accounting control procedures;
- Prepare journal entries, bank reconciliation and general ledger reconciliations; prepare requests for funds from outside agencies;
- Reconcile grant receivables and monitor grant expenses;
- Monitor payroll information for accuracy & completeness; provide employee service support for payroll and bonus inquires;
- Knowledge of accounting and bookkeeping practices and principles in accordance with GAAP;
- Develops and implements accounting procedures by analyzing current procedures; recommending changes;
- Knowledge of Depreciation schedules;
- Knowledge of local, state and federal payroll taxes;

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- Answer accounting and financial questions by researching and interpreting data;

Position Requirements:

- Bachelor's degree in accounting or finance
- 3+ years accounting/bookkeeping experience required
- Strong Microsoft Excel experience is also required along with exposure to systems such as QuickBooks
- Organizational and time management skills
- Strong written and verbal communication skills
- Protects organization's value by keeping information confidential
- Ability to work autonomously in a fast paced work environment

Apply:

Please submit your resume, cover letter, and salary requirements to careers@teachoneacademy.org Include Accounting Associate in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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