



**STAFF ACCOUNTANT**  
**LOUISVILLE COLLEGIATE SCHOOL**

**REPORTS TO:**

Chief Financial Officer

**LOUISVILLE COLLEGIATE SCHOOL:**

Louisville Collegiate School, founded in 1915, is an independent day school in the historic Highlands in Louisville, Kentucky. Enrollment typically approaches 750 students, in grades Junior Kindergarten through twelve. The school employs approximately 150 people and operates on a \$16M budget.

**PRIMARY RESPONSIBILITIES:**

The Staff Accountant will assist in the overall day-to-day management of the school's financial reporting systems. These systems include the general ledger and endowment accounting system and the automated accounts payable and disbursement system. This person will work in close partnership with the CFO, to ensure a structured and timely financial operating protocol. The Staff Accountant will be responsible for supporting the annual financial audit, completing IRS and other statutory filings, analyzing data from industry sources, and assisting with meeting all other reporting obligations. The Staff Accountant will assist the CFO in the development, modeling, and management of the annual operating budget, as well as on financing activities and longer-term financial modeling. This individual will:

- Oversee, directly and indirectly with the CFO, all activities for accounts payable, fixed assets, accounts receivable, treasury management, bank reconciliations, general accounting, ledgers, and budget monitoring and control.
- Work with other Business Office staff to meet deadlines to allow for monthly closings of financial statements and preparation of board reporting.
- Manag various cash account reconciliations and fixed assets including posting journal entries.
- Work with the CFO in the preparation and monitoring of departmental budgets and forecasts, working with other administrators and department heads concerning purchase approvals and budget performance.
- Assist in the coordination of the annual financial audit and as the secondary liaison with the external auditors, preparing schedules for various aspects of the annual audit, and compiling financial statements and footnotes.

- Oversee Vendor setup and Accounts Payable processes in automated AP & disbursement system.
- Reconcile and post monthly purchasing card statements in the general ledger.
- Along with the CFO, oversee and managing the annual endowment draw and capital commitments.
- Along with the CFO, oversee the annual 403(b) audit, supplying documentation and requests for information for completion of 5500 filing.

### **REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:**

The Staff Accountant will be a dynamic and efficient member of the Business Office implementing the optimal level of process, structure and control for such an organization.

- Three to five years of accounting and financial management experience, preferably in a non-profit or educational institution.
- Bachelor's degree in Accounting or Business Administration with concentration in accounting.
- The ability to analyze financial data and prepare financial reports, statements and projections. • Excellent verbal and written communication skills and strong interpersonal skills.
- Ability to multitask and prioritize work while meeting multiple and competing deadlines.
- Strong work ethic, capable of maintaining discretion and confidentiality.
- Strong financial systems skills are required including Microsoft Office and Google Workspace.

### **ADDITIONAL RESPONSIBILITIES AS REQUIRED:**

- Preparing all periodic surveys and reports for school associations (e.g. NAIS, etc.).
- Attend Finance Committee and Trustee meetings, as requested, along with the CFO.
- Work with the Advancement and Facilities Office regarding gift recording and reconciliation policies and upcoming capital projects.
- Assist with the creation and communication of accounting policies to all school employees and ensure compliance with policies.
- Assist with miscellaneous tasks as assigned by the CFO.
- Support the school, its mission, and its leadership; and,
- Perform other duties as assigned by the Head of School.

*March 2024*