



A PRIVATE SCHOOL FOR GIRLS K-8

Position Description:

Finance Assistant

Position Title:	Finance Assistant
Reports to:	Director of Finance
Exempt/Non-exempt:	Part-Time; Non-Exempt
Schedule:	12-Month Employee

THE SCHOOL:

The Girls' School of Austin is a private K-8 school of 150 students in the historic Tarrytown district of Austin. The GSA brings together a diverse student body with a strong emphasis on collaboration, inclusivity, social justice, and problem solving. Classes in Spanish and the visual and performing arts enrich the strong academic program at all levels. Significant use is made of the artistic and natural resources in Austin and the surrounding area. Graduates of the GSA are curious, advocates for themselves and others, empathetic changemakers, and confident, inclusive, brave risk-takers.

The Girls' School of Austin provides an academically challenging education for girls in a community that fosters creative learning and personal excellence. **Our mission is to develop confident young women who lead intellectually vibrant and fulfilling lives.**

JOB SUMMARY

To assist the Director of Finance in the business and accounting functions of the school. He/She interacts directly with faculty and staff, students and the parent body as well as externally with vendors and other regulatory agencies, as required and outlined by the position.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Finance Assistant will:

- Timely be processing of accounts payable invoices via check/ACH/credit card payments and proper recording in the school's system of accounts as well as management of associated tax reporting requirements, i.e., vendor W-9 forms and annual Form 1099/1096 reporting
 - o Completes payments and controls expenses by receiving, processing, verifying and reconciling invoices, if needed



A PRIVATE SCHOOL FOR GIRLS K-8

- o Charges expenses to correct accounts by analyzing invoice/expense information and records entries
 - o Pay vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks/ACH/credit card payments, and resolving discrepancies and documentation
 - o Input new vendors into accounting system(s) ensuring no duplication and proper account coding (account code, complete contact information and payment details, including address, phone number, contact name(s) and ACH, Credit Card details)
 - o Ensures receipt of W9 for every vendor, prior to payment
 - o Ensures credit is received for outstanding memos
 - o Print checks, obtain signatures, and distribute/mailed checks
 - o Requests/communicates need for stop-payment, when issues arise.
 - o Pays employees for reimbursement by receiving and verifying expense reports and requests for payment.
 - o Timely reconciliation of credit card transactions to ensure transactions are accurately recorded in the financial system
 - Verify credit card statements for accuracy and compliance with company policies
 - Investigate and resolve discrepancies in credit card transactions, liaising with employees and vendors as necessary
 - Ensure compliance with company policies regarding expenditure approval and documentation, including copies of all receipts and/or invoices
 - o Assists with reconciliation of accounts, as needed
 - o Assists with the preparation of 1099/1096 year-end filing
- Timely deposit of cash and checks received from families/vendors etc. for any items received directly to the school.
 - o Accurately record cash/checks received to any/all required tracking documents and/or spreadsheets, as identified.
 - o Accurately maintain records of all documents associated with cash/check received via scan or other means, and saving properly.
- Reconciliation of accounts receivable items received via electronic means across various business platforms, as needed, for tuition, extended care, afterschool program, fundraising activities and miscellaneous deposits for the proper recording to the school's system of accounts
 - o Compare financial records from different sources to identify discrepancies
 - o Investigate the causes of the discrepancies
 - o Recommend actions to resolve any outstanding issues that cause discrepancies
 - o Communicate with others to resolve discrepancies and ensure accuracy
 - o Make recommendations to streamline reconciliation processes
 - o Provide support to other departments on reconciliation-related issues
- Assist with any month-end-close journal entries, reports, schedules etc. as may be needed
- Provide monthly reporting of budget spending to identified internal faculty and administrative staff with individual or departmental budget responsibility



A PRIVATE SCHOOL FOR GIRLS K-8

- Maintain historical records of all invoices, reports, receipts, and checks by saving documents properly on the network and/or filing of all paid invoices/checks, customer billing/invoices and other identified office records timely
- Assist in audits by providing supporting documentation and answering questions related to reconciliations and accounts payable
- Identify opportunities for streamlining accounts payable and reconciliation processes and recommend enhancements
- Other duties as needed or identified by the Director of Finance or Head of School

QUALIFICATIONS/REQUIREMENTS:

- Supporting the mission and vision of The Girls' School of Austin ("GSA")
- Associate's degree in accounting, related field, or equivalent experience
- Minimum of 5 years' experience in bookkeeping, accounts receivable, accounts payable preferably in a non-profit environment
- Proficient in accounting software (QuickBooks and/or Blackbaud a plus)
- Proficient in MS Office software, specifically Excel
- Proficient in Google Suite tools
- Accuracy, attention to detail, organization, efficiency and timeliness with
 - All business transactions
 - Policy and regulatory compliance
- Principles and practices of financial record keeping; basic accounting principles
- Confidentiality with all information, especially human resources and personnel data
- Ability to organize and prioritize work to meet deadlines; adapt to and work within the school's culture and calendar/schedule
- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and as a team player under the direction of the Director of Finance
- Ability to make recommendations to effectively resolve problems and issues by using judgement that is consistent with standards, practices, and policies as established by the Director of Finance and GSA
- Friendly and courteous with ability to establish trust with parents, faculty and staff
- Demonstrated ability to hold financial and parent/faculty/staff matters in confidence
- This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities. Duties and responsibilities may change at any time with or without notice.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Work part-time in person and remotely, as needed, and maintain regular and predictable attendance
- Works predominantly sitting, in a shared office environment with other team members.
- Ability to move throughout the campus during all weather conditions



A PRIVATE SCHOOL FOR GIRLS K-8

- Ability to lift as much as 30 pounds, if or when needed

SUPERVISION EXERCISED

- None

SUPERVISION RECEIVED

Reports to the Director of Finance.

HOW TO APPLY

Please submit a resume and cover letter to jobs@thegirlsschool.org

Cover letters may be addressed to:

Ms. Rebecca E. Yacono

Head of School