



# Columbus Academy

## Accountant

**The School:** Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

**The Position:** Columbus Academy seeks an Accountant with responsibilities to begin immediately. This is a year-round position with regular hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. There are four weeks of paid vacation between the months of September and June which are to be taken at a time approved by the Chief Financial Officer.

**Qualifications** (preferred candidates will possess the following qualifications):

- A minimum of a bachelor's degree in accounting or business
- Some experience including in accounts payable and payroll is preferred, but not required
- The ability to work with detailed, numerical data with a high level of accuracy
- Computer skills including Excel spreadsheet, Microsoft Word, and ADP payroll
- Organization and multitasking skills
- A reflective practitioner, committed to a continuous process of self-improvement and lifelong learning
- Ability to collaborate with others and to creatively solve problems
- Enthusiasm, a positive sense of humor, self-confidence, and effective oral and written communication skills

**Position Expectations** (the individual selected to this position will be expected to carry out the following responsibilities):

### General Ledger

- Prepare and data enter fixed asset forms, balance monthly the fixed asset subsystem to the G/L
- Handle all aspects of fixed assets including coding of invoices, depreciation processing, and reporting
- Conduct fixed asset physical inventory as needed
- Generate and enter biweekly payroll journal entries and other entries as assigned
- Prepare retirement worksheets for general ledger entry
- Assist with external audit tasks like worksheet generation, document scanning and copying, and booking prepaid expense

**Position Expectations (continued):**

Reports

- Complete Unclaimed Funds letters and report for review by Controller
- Help with surveys including, but not limited to, those of NAIS and OAIS
- Assist CFO with preparation of endowment reports

HR Related Functions

- Van driver certification processing and records maintenance
- Conduct criminal background checks for employees and contracted service providers in the absence of the Human Resources Manager

General

- Assist with receipts processing including; but not limited to, tuition, enrollment deposits, and summer camp registrations
- Generate and enter all camp transactions for the Summer Experience program
- Prepare purchase orders and maintain purchase order records
- Serve as back-up for accounts payable processing
- Assist with petty cash disbursement and balancing
- Function as a Business Office receptionist to serve parents, colleagues, students and other visitors
- File and/or scan documents including invoices / checks, purchase orders, journal entries, and fixed assets back-up
- Assist the Chief Financial Officer and the Controller as needed, including with Board related matters, meeting preparation, information collection, and other assigned tasks.

**Physical Conditions** (candidates must be able to manage the following conditions):

- A fast-paced office environment requiring a high level of accuracy, a commitment to outstanding service, and the ability to effectively multitask
- Occasional additional hours as needed to meet required deadlines
- A non-smoking environment

**Legal Requirements:** All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

**To Apply:** Interested candidates should apply online at [columbusacademy.org/apply](https://columbusacademy.org/apply).

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty and staff of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.