



WESTMINSTER CHRISTIAN ACADEMY

237 Johns Road/Huntsville, AL/35806

JOB TITLE: Staff Accountant

POSITION OVERVIEW:

The Staff Accountant plays a vital support role in the Business Office by maintaining accurate financial records, processing purchase orders, managing payroll company, and supporting the accounts receivable process. This position ensures financial transactions are executed in a timely and compliant manner to support Westminster's mission. This position reports to the Director of Finance.

KEY RESPONSIBILITIES:

- Manage accounts receivable, including tuition billing, collections, and aging reports.
- Process and track purchase orders, ensuring adherence to budget and internal controls.
- Assist with monthly reconciliations (bank accounts, credit cards, general ledger).
- Support Director of Finance with ad-hoc reporting, audits, and month-end close processes.
- Maintain fixed asset records and assist with depreciation schedules.
- Provide backup support for accounts payable and payroll processing (if needed).
- Prepare documentation for financial audits and accreditation reviews.
- Maintain confidentiality of all financial records.
- Maintain records and execute payroll through the school's payroll provider.
- Create and Distribute Tuition Contracts.
- Other Duties and Responsibilities as Assigned.

QUALIFICATIONS:

- Bachelor's degree in accounting or related field.
- 2+ years of experience in accounting, preferably in an educational or nonprofit setting.
- Proficient in accounting software and Microsoft Excel.
- Detail-oriented with strong organizational and communication skills.
- Commitment to Westminster's Christian mission and values.