



THE JANUS SCHOOL

Not all great minds think alike

Staff Accountant Job Description 2024-2025

The Staff Accountant reports directly to The Director of Finance and Operations. This position works directly with the Director of Finance and Operations to assist in ensuring the effectiveness and integrity of financial and human resource information.

The school expects the Director of Finance & Operations to incorporate the following elements of professional excellence into your work and program:

1. Knowledge of “cutting edge” content/process
2. High – but not uniform – standards/expectations for all Janus constituents including co-workers, students, parents, vendors and those in other associations with the school, when applicable
3. Mission consistent discipline with all co-workers
4. Active support for colleagues
5. Positive contribution to professional, mission-focused “sense of community” with all constituent groups
6. Responsiveness to all Janus constituents needs

Key Areas of Focus Include:

1. Financial management
2. Assist Director of Finance and Operations
3. Payroll Administration

Financial Management: The Staff Accountant works on the general accounting of the School; prepares monthly financial statements by generally accepted accounting standards; processes accounts receivable/payable on a regular basis; ensures that adequate internal controls are in place to the extent possible with the available resources.

- Month end closing and reports
- Pay Insurance (HSA, Life, ADD&D, LTD, STD, PAISBOA BHT) invoice to ledger
- Monitor ACH and positive pay
- Manage payments from STRIPE
- Book Capital Campaign pledges
- Review Accounts receivable
- Monitor State Grant
- Manage prepaids
- Enter budget info into FINACS (software program)
- Manage Accruals
- Complete EITC/OSTC renewal
- Create and update Student Master
- File Pennsylvania tax documents

Assist the Director of Finance and Operations: The Staff Accountant will further support the general accounting of the School by assisting the Director of Finance and Operations with various tasks related to financial management. The following areas are overseen and managed by the Director but will require support as needed from the Staff Accountant.

- Create and manage budget
- Make changes to benefits
- POP Section 125 testing
- Process 5500 report
- Manage Financial aid
- Update financial forecast
- Prepare workers' compensation audit
- Setup prepaids
- Audit preparation
- Insurance renewal
- Capital project management
- Gather information for 1095 insurance threshold

Payroll administration: The Staff Accountant processes payroll through a third party. Payroll is submitted bimonthly.

- Payroll
- Benefit processing as assigned

Other assigned responsibilities:

- All other duties as assigned by the Director of Finance and Operations and or The Head of School.