



Staff Accountant

Department: Wheaton Academy Business Office

Reports To: Wheaton Academy Controller

Classification: 12-month staff position

Hours: Full-time, exempt

Benefits: Applicable per designated classification

Prepared Date: 2022

Job Summary: Reporting to the Controller or Designee, the Staff Accountant contributes to the stewardship of Wheaton Academy's resources. The Staff Accountant is primarily responsible for accounts payable, general ledger reconciliations, and financial reporting, as well as supporting internal audits and the annual audit process. This position is a multi-faceted hands-on role, with extensive opportunities to help build strong financial systems for the organization.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

1. Accounting
 - a. Possess and apply a solid understanding of accounting principles as they relate to work requested by the Controller or Designee.
 - b. Maintain the Academy's financial records and accounts in accordance with accounting principles and ensuring audit readiness at all times.
 - c. Maintain the general ledger and its account numbers; adding to or deleting accounts when requested.
 - d. Conduct internal audits of specific accounts when needed or requested by the Controller or Designee, acting with professional judgement, and exercising professional skepticism. Correct any deficiencies noted.
 - e. Reconcile bank account statements in a timely fashion.
 - f. Assist the Controller or Designee in the preparation of monthly, quarterly, and annual reports.
 - g. Assist in the preparation of annual budgets when appropriate by providing historical data from the accounting records.
 - h. Assist the Controller with audits as needed.
2. Accounts Payable
 - a. Receive all invoices; verify authenticity approval by person responsible for the purchase. Confirm payment due date and suspense for appropriate payment time.
 - b. Determine appropriate general ledger account for each invoice.
 - c. Enter invoices into Financial Edge NXT
 - d. Process check requests through third-party Paymerang or Accounts Receivable Coordinator.
 - e. File invoices in accounts payable digital file.
 - f. Call vendors on credit balances. Receive and handle calls from vendors relative to lost invoices and/or overdue invoices.
 - g. Monitor Operating account online and enter debits and funds transfers as checks or journal entries.
 - h. Process wire payments and transfers as directed by the Controller or Designee.
 - i. Order supplies for inhouse checks
 - j. Process credit card statements monthly for all employee-held WA credit cards, along with obtaining approvals from direct supervisors.
3. Budgets
 - a. Send out budget requests for all department budgets, professional needs budgets, and student activity budgets on an annual basis. Distribute approved annual budgets to budget managers.
 - b. Distribute budget vs. actual reports to budget managers monthly.



- c. Make corrections to financial records based on review of reports by budget managers.
- d. Assist Controller or Designee in preparing reports for Finance Committee Board meetings as needed.
4. Payroll
 - a. Reconcile Payroll with General Ledger
 - b. Work with Director of HR to keep payroll system in sync with General Ledger system. Using professional discretion and independent judgement, make recommendations regarding updating accounts to improve systems.
5. Tax statement reporting
 - a. Issue accurate 1099s on an annual basis.
 - b. Assist the Controller in assembling financial information for the tax returns of the three corporate entities.

The Staff Accountant must be a spiritually sensitive individual who understands the mission of Wheaton Academy and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living. This individual must maintain active participation in a protestant evangelical church.

The ideal candidate will have a bachelor's degree in accounting or a related field, and significant work experience demonstrating strong acumen in accounting, accounts payables, cash management, receipts management, budgets, and reporting. The ideal candidate will also have experience with Microsoft Excel and *Blackbaud Financial Edge NXT*. He or she will possess a strong work ethic, enjoy problem solving, and communicate professionally with colleagues and vendors. The ability to handle sensitive confidential information is required.

Skills and competencies: Organization, accounting, analytical and data entry skills; Comfortable working with and learning financial software; Attention to detail and thoroughness; Strong reporting skills; Strong written and verbal communication skills; able to handle large amounts of confidential information.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.