



Job Description – Staff Accountant

The Staff Accountant is a flexible position with the opportunity to be part-time or full-time, with a minimum requirement of 20 hours per week. The Staff Accountant will report to the Chief Financial Officer (CFO).

Position Overview

The Staff Accountant supports the financial operations of Cincinnati Classical Academy by processing accounts payable, invoices, assisting with payment request preparation, account analysis, budget calculations and financial activities in support of the CFO and Director of Operations. This individual must demonstrate strong organizational skills, attention to detail, and a foundational understanding of accounting procedures.

Duties & Responsibilities

Accounting & Financial:

- Reviews, codes, and processes accounts payable invoices in a timely and accurate manner
- Maintains accurate financial records and documentation in accordance with accounting best practices
- Prepares journal entries and assists with month-end and year-end closing procedures
- Reconciles bank statements and internal financial records
- Assists in preparing reports, budgets, and financial statements for internal and external stakeholders
- Assists in preparation of payment requests for various grants and federal funds
- Tracks purchases, reimbursements, and expense reports in line with school policy
- Maintains vendor files and manages communication regarding payment or account status
- Supports the annual audit process by providing necessary documentation and responding to auditor inquiries

Administrative Support:

- Maintains organized files for all financial records, ensuring easy retrieval and confidentiality
- Assists with the implementation of accounting procedures and systems, as needed
- Works closely with the Chief Financial Officer on special projects and financial analysis
- Cross-trains in basic office functions to provide support during staff absences

Computer Skills

- Proficiency in Microsoft Office Suite, particularly Excel
- Experience with accounting software and financial management systems preferred

Qualifications

- Minimum of 2 years' experience in accounting or bookkeeping, with specific experience in accounts payable preferred
- Excellent organizational skills, attention to detail, and a high degree of accuracy and confidentiality



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

- Ability to work independently and manage multiple priorities and deadlines
- Excellent written and verbal communication skills
- High level of integrity and discretion in handling confidential information
- High school diploma or equivalent required; some post-secondary coursework in accounting or finance preferred
- Strong candidates will also embrace the school's organizational values, and align with community and partnership in the common pursuit of forming intelligent, virtuous citizens

Compensation, Benefits and Hiring

Pay is commensurate with experience and qualifications. Benefits offered for full-time employees include:

- Health and dental insurance
- Paid vacation and personal days
- Paid holidays
- Enrollment in the State Retirement System (SERS) retirement plan with employer contribution
- Enrollment priority for children
- A mission-driven collegial work environment

Application Process

- Staff applicants must submit the following in a single email to Careers Search Committee: careers@cincyclclassical.org
- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.