



## **Position Description**

### **Accountant**

#### **Position Summary**

Commonwealth Charter Academy is looking for qualified candidates to fill the position of Accountant. Employees in this role will have the opportunity to work in a fast-paced, challenging, and evolving environment at our main campus in Harrisburg, PA. The Accountant will be responsible for ensuring day-to-day accounting operations within the Business Office.

- Assist in planning, organizing, and developing accounting and budgetary services for the school's capital project funds
- Manage the contract management system for the school and oversee budgetary aspects of contracts
- Prepare monthly board facility report.
- Maintain project schedules, records, and documents for facilities, including new construction, reconstruction, and modernization projects.
- Create relationships with capital project fund vendors to ensure the receiving of invoices for prompt payment
- Perform multi-year projections for capital projects throughout the year and formalize an annual presentation.
- Perform clerical, accounting, and record-keeping tasks with accuracy and speed. Such as but not limited to tax-exempt status, security deposit tracking, Comet Foundation, Pitney Bowes, UPS, Amazon Business, and Office Depot.
- Coordinate the year-end closing process and perform related duties as required. Such as but not limited to fixed assets, leases, construction in progress, and revenue recognition.
- Work closely with the Facilities Department and Senior Leadership related to Capital Projects.
- Maintain schedules related to partnerships with CCA
- Obtain and ensure all expenses follow the approval guidelines prior to payment
- Back-up for the accounting team
- Ensures development, maintenance & refinement of accounting processes
- Other accounting and administrative duties as assigned as the department grows and changes with the School's priorities

#### **Competencies**

- Detail-oriented, organized, thorough, & accurate
- Critical thinking skills
- Excellent communication and interpersonal skills
- Knowledge of accounting
- Able to work well in a fast-paced environment
- Able to multi-task and willing to assist and work with other staff
- Able to learn quickly and is flexible to change
- Dependable and confidential
- Ability to work effectively both with and without supervision
- Strong technology skills (Microsoft Office products and accounting software)
- Customer focused

#### **Work Environment**

This job operates in a professional office environment on a full-time basis. This role routinely uses standard office equipment such as computers, printers, scanners, and photocopiers.

**Physical Demands**

This is largely a sedentary role. Requires the ability to lift, squat, sit, bend or stand as necessary. Ability to travel to other sites/locations as needed.

**Position Type**

- Full-time, 12-month employee
- Salary
- Non-Exempt

**Travel**

- Travel may be required for this position.

**Education and Experience**

- Bachelor degree in Accounting or business related field with at least 3 years of relevant work experience preferred

**Additional Eligibility Qualifications**

- Valid PA driver's license & appropriate auto insurance coverage
- Updated clearances as required by Pa for school employment

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_

Date\_\_\_\_\_