

Job posting

The German International School Washington D.C. is looking for:

Staff Accountant

Who we are:

The German International School Washington D.C. is a leading international school in the Washington DC metro area. For over 60 years, GISW has been teaching children from preschool through twelfth grade. Aside from being the first MINTEC certified school in the USA, GISW offers a U.S. High School Diploma as well as a German International Abitur (DIA) to its students.

<p>General Information:</p>	<p>This position is responsible for processing all accounts payable as well as various miscellaneous accounting processes, including but not limited to miscellaneous deposits, class accounts, sales tax, monthly journal entries, and petty cash. This position reports to the Controller.</p>
<p>Opening:</p>	<p>Immediately</p>
<p>Job Description</p>	<p><u>Admissions</u></p> <ul style="list-style-type: none"> • Print contracts for the school year • Assist admissions with paperwork and admissions questions <p><u>Accounts Payable</u></p> <ul style="list-style-type: none"> • Process accounts payable invoices after reviewing for proper authorizations • Assist the team in duties such as: <ul style="list-style-type: none"> – Print checks – Prepares checks for signatures – Mail checks – Files check stubs with invoices <p><u>Buy Now, Give Now</u></p> <ul style="list-style-type: none"> • Work with students and parents to set up purchase and sale of tickets/fundraising items • Work with parents to setup and manage class account donations and Christmas parties • Send students and parents spreadsheets for the sale items

	<ul style="list-style-type: none"> • Send parents the amounts of donations per class account <p><u>Miscellaneous Deposits</u></p> <ul style="list-style-type: none"> • Prepare miscellaneous deposits in accounting software • Log onto Square to obtain bookstore reports • Prepare miscellaneous deposit slips for cash • Remote deposit the checks for miscellaneous deposits <p><u>Sales Tax</u></p> <ul style="list-style-type: none"> • Prepare monthly spreadsheet for bookstore of internal sales • Record internal sales in accounting software • Prepare monthly sales tax report • Submit online monthly report and sales tax to State of Maryland <p><u>Monthly Journal Entries</u></p> <ul style="list-style-type: none"> • Assist Controller in preparing monthly journal entries of class accounts, depreciation, insurance, German Subsidy, etc. • Assist Controller in preparing monthly bank reconciliations <p><u>Other</u></p> <ul style="list-style-type: none"> • Other duties as assigned.
<p>Requirements:</p>	<ul style="list-style-type: none"> • Three to five years of related experience preferably in a non-profit organization. • High degree of attention to detail, good organization skills; ability to prioritize and manage multiple concurrent tasks in a fast-paced environment. • Ability to effectively work with other departments, cross-train, and be a hands-on team player. • Thoughtful approach; ability and desire to innovate. • Excellent communication skills. • Experience in developing and motivating team members and participating in collaborative work efforts cross-functional areas. • Excellent telephone and in-person communication skills. • Proficient use of Microsoft Office suite; strong knowledge of Excel. • Knowledge of Blackbaud accounting software, preferred. • Experience managing school grants preferred.

<p>Benefits:</p>	<ul style="list-style-type: none"> • Health, Dental and Vision Insurance • Personal Leave • Sick Leave • Paid Holidays • Employer paid Disability Insurance • Employer paid Life and AD&D insurance • Retirement Plan with generous employer match <p>*Benefits may vary depending on employment status*</p>
<p>Pay range:</p>	<p>\$50,000.00 – \$60,000.00</p>
<p>To Apply</p>	<p>Please submit your application to jobs@giswashington.org</p>
	<p><i>The German International School Washington D.C. does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or disability in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other school-administered programs.</i></p>