

## Job Posting

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

# 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.

### Position summary:

This position supports the financial operations of the school, working closely with the other members of the Accounting Department. The position will have specifically identified responsibilities as listed below in addition to providing both project-based and general accounting support to the Controller. Duties subject to change for department optimization. Emphasis will be on cross-training and assisting each other as needed to meet department deadlines. Team-based, customer-service mentality is essential for success in this position.

### OPENING:

Immediately

### GENERAL INFORMATION:

In-office, Full-time position, Exempt  
Salary Range: \$65,000.00-\$75,000.00

### DESCRIPTION:

#### Payroll

- Field staff questions and concerns around payroll
- Distribute payroll related updates and reminders
- Manage timesheet data, collections, and approvals
- Coordinate with Human Resources for changes (new hires, terminations, benefit elections, garnishments, wage adjustments, etc.)
- Process semi-monthly and monthly payroll for timely transmission to payroll provider
- Verify all necessary payroll deductions for benefit programs are accurate and included in appropriate payrolls
- Assist Senior Accountant with payroll account reconciliations and schedules needed for audit
- Prepare expense allocation breakdowns for benefit invoices (health, dental, vision, life, disability)

#### Credit Cards

- Assist Part-Time Accountant with processing of credit card transactions under City National Bank

	<ul style="list-style-type: none"> <li>• Assist with set-up, conversion to, and development of process flow for RAMP credit card software</li> <li>• Responsible for all aspects of credit card administration and processing of credit card purchases under RAMP</li> <li>• Train Part-Time Accountant on processing of credit card transactions under RAMP</li> <li>• Reconcile credit card activity monthly</li> <li>• Post credit card activity to the general ledger</li> </ul> <p><b><u>Accounts Payable</u></b></p> <ul style="list-style-type: none"> <li>• Serve as a teammate back-up/ cover in times of absence or need once on the RAMP platform</li> </ul> <p><b><u>Tuition Assistance Program/ Financial Aid Committee</u></b></p> <ul style="list-style-type: none"> <li>• Serve as a member of the Tuition Assistance Program/ Financial Aid Committee</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• Assist Controller with research, journal entries, reconciliations, and/or special projects</li> <li>• Provide customer service to constituents, especially in the absence of other teammates</li> <li>• Other duties as assigned</li> </ul>
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• At least 3 years of related accounting experience in a 501(c)3 organization</li> <li>• Bachelor's degree (in Accounting, Finance or Business) - highly preferred</li> <li>• Strong verbal and written communication skills</li> <li>• Understanding of basic accounting principles</li> <li>• Knowledge of GAAP, accrual accounting, donor-restricted funds, capitalization, depreciation, pre-pays - preferred</li> <li>• Payroll processing experience - preferred</li> <li>• Experience in an independent school – preferred</li> <li>• Experience with accounting software, Excel, Outlook</li> <li>• Experience with Blackbaud Financial Edge, RAMP, Paycom - preferred</li> <li>• Ability to handle sensitive information with discretion and integrity</li> </ul>
<b>BENEFITS:</b>	<ul style="list-style-type: none"> <li>• Health, Dental and Vision Insurance</li> <li>• Generous Paid Time Off (e.g. Vacation, Sick, Personal, Family)</li> <li>• Paid Holidays</li> <li>• Employer paid Disability and Life Insurance</li> <li>• Retirement Plan with generous employer match</li> </ul>

	<i>*Benefits vary depending on employment status*</i>
<b>To Apply:</b>	Please submit your application to <a href="mailto:jobs@giswashington.org">jobs@giswashington.org</a> .
	<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>