



Jeddah Prep and Grammar School

Job Description: Accountant

Name:

Position: Accountant

Responsible to: Business and Operations Manager

Area of responsibility: JPGS Finance Department

JOB CONTENT

Documents financial transactions by entering account information. Substantiates financial transactions by auditing documents. Maintaining accounting controls. Reconciles financial discrepancies by collecting and analyzing account information. Secures financial information by completing data base backups. Maintains financial security by following internal controls. Prepares payments by verifying documentation, and requesting disbursement

1. ROLE OBJECTIVE AND PURPOSE

Accountant:

1. Manage all accounting transactions
2. Handle monthly, quarterly and annual closings
3. Reconcile accounts payable and receivable
4. Examining bank statements and reconciling them with General Ledger entries
5. Ensure bank reconciliation on a monthly basis
6. Generate billing invoices to parents, and following up with reminders
7. Manage receivables and following up on invoices and due date with parents
8. Following up parents' emails and requirements
9. Keeping an eye on incoming payments from accounts receivables and outgoing payments from accounts payables
10. Reports to BoM overdue balances from parents before due dates, and following up payments with parents
11. Constant reminders to parents to pay
12. Following and examining expenses submitted by employees
13. Processing online payments through bank
14. Following up with suppliers and preparing payments
15. Monthly reconciliation for petty cash
16. Preparing and sending pay slips to staff members
17. Assist and help during school yearly audit. Prepare and provide all documents requested by the auditor



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2. KEY INTERACTIONS

Internal	External
<ul style="list-style-type: none">- BoM- HR- Headmaster- Finance Department- Teachers and Admin Staff- Pupils	<ul style="list-style-type: none">- Parents- External Suppliers- Auditor

3. MINIMUM QUALIFICATIONS & REQUIREMENTS

Level of Education	Bachelor degree (Bachelor in Accounting, Finance or Business Management)
Experience	2 to 3 years in accounting, good knowledge of accounting regulations and procedures.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headmistress's PA/or the Headmistress/ Deputy Head to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students and provide a welcoming environment to visitors and parents.

This job description is current at the date shown and will be reviewed annually and based on it performance appraisal will be considered.

Signature of Post Holder: _____ Date: _____

Signature of Line Manager: _____ Date: _____

Signature of Headmaster: _____ Date: _____