



**POSITION TITLE:** Bookkeeper/Accountant  
**REPORTS TO:** School Business Administrator  
**CLASSIFICATION:** Full-Time 12-month Employee

### **Mission**

The mission of Albany Leadership Charter School for Girls is to prepare young women to graduate from high school with the academic and leadership skills necessary to succeed in college and the career of their choosing.

### **Values**

College Readiness

Leadership

Empowerment

Accountability

Resolve and Resiliency

### **Vision**

Albany Leadership Charter High School for Girls will be a recognized leader in single-sex secondary education for young women. It will foster a community of scholars dedicated to life-long learning and committed to improving their communities through their pursuit of post-secondary endeavors.

### **Commitment to Excellence**

ALH is a family with the highest of expectations for our daughters, particularly in regards to academic achievement. Our goal is to position our girls so that their senior year can be focused on successfully transitioning to their post-secondary pursuits. If we set the standard, our daughters will rise to the challenge. We emphasize the importance of leadership through scholarship and service. "One leader changes everything" is not just a slogan students hear; it is a belief they are taught to manifest.

### **All Girls**

There are three major advantages for girls who are educated in a single gender school, include: expanded educational opportunity, custom-tailored learning and instruction, and greater autonomy of thought and expression. Single gender schools help to foster an environment where their students



think for themselves and take control of their own lives. By eliminating false gender stereotypes, all female schools can liberate and empower their girls to explore various subjects and pursue excellence in all disciplines. It is for these reasons that ALH believes that the opportunity to experience a single-gender education, should be one that is offered freely to any and all girls who would choose it.

### **Position Description:**

Responsibilities include month-end closing, financial statement preparation, and billing for a small, urban, charter school. Operations responsibilities include asset tagging, technology maintenance, and facility maintenance. Position includes a generous leave policy.

### **Bookkeeper/Accountant Responsibilities:**

- Manage general ledger, including month-end and annual close.
- Prepare all monthly journal entries including deferrals, accruals, prepaids and fixed assets.
- Reconciliation of all general ledger accounts, including nine bank accounts.
- Maintain billing spreadsheet and prepare billing documents, including invoices and credit memos, for seven annual school tuition billings. Maintenance of the billing spreadsheet includes verifying, requesting and tracking all supporting details for student proof of residency, district registrations and address changes, which entails communicating with other staff members, students and families.
- Prepare billing intercepts and provide follow up as needed.
- Prepare invoices for grants and facility rental agreements as needed.
- Prepare and provide all necessary working paper schedules and documents to auditors in preparation of audit.
- Maintain fixed asset listing and depreciation schedule.
- Prepare monthly summary financial statements.
- Maintain and update asset tracking system.
- Maintain Student 1:1 Chromebook Inventory.
- Facilitate scheduled maintenance and emergency maintenance with outside vendors.
- Duties as otherwise assigned, including stepping into other administrative roles on occasion when staffing issues emerge, in support of the administrative team.

### **Qualifications:**

- Experience with QuickBooks.
- Proficiency with Microsoft Office - Excel, Word and Outlook.
- Associate's or Bachelor's degree in accounting or equivalent with proven knowledge.



- A minimum of one year bookkeeping experience; pay will be commensurate with experience.
- Attention to detail and ability to manage a large spreadsheet with accuracy.
- Excellent communication skills, both verbal and written.
- Ability to work in a collaborative environment with staff, students and families.
- Mission-driven orientation and problem solving attitude.

Equal Opportunity Employer