



**The City School**  
LIGHT TO THE CITY

## SENIOR ACCOUNTANT

The City School is a growing academic institution with three campuses, in Philadelphia, PA, whose mission is to train students' minds, disciple their hearts and bring light to the city—one child at a time. The growth of the institution has opened a need for a full-time Senior Accountant who is committed to the efficacy of a financial team within an urban Christian environment. The successful Senior Accountant will have a passion for learning and excellence, build successful relationships across the organization, and work directly with the Finance Director to ensure the smooth operation of the Finance Department.

### QUALIFICATIONS

- A minimum of a Bachelor's degree in accounting or related field, from an accredited institution
- 3 or more years of experience with a firm grasp of accounting principles, preferably with a background in educational or general nonprofit accounting
- Experience with Sage accounting software is essential
- Comfort with cloud based applications including Google Suite applications a plus
- Analytical, detail oriented, and able to apply successful research skills
- Thorough and confidential
- Desire to work in a multi-racial, urban, Christian School
- A commitment to Christ, urban Christian education, and relentless pursuit of academic excellence

### SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to, by signing, Statement of Faith

### DUTIES AND PROJECTS

- Lead the accounts payable, cash receipts, accounts receivable and payroll processes
- Review transactions as needed
- Assist in tracking tuition receivables and the financial aid process
- Perform bank reconciliations
- Assist in the month-end and year-end financial close processes
- Maintain balance sheet schedules
- Assist with annual audit preparation
- Ensure the accuracy of petty cash and credit card transactions
- Communicate with school personnel about accounting requirements as needed.
- Have the ability to train personnel as required
- Support special projects as provided by the Finance Director

Contact Danielle Jeffries to apply – [djeffries@cityschool.org](mailto:djeffries@cityschool.org)

Initial applications must include resume and cover letter

[Click here to download an application](#)

[www.cityschool.org](http://www.cityschool.org)