INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body, and character.

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| **Job Title:** | Staff Accountant | **Exemption Status/Test:** Nonexempt |
| **Reports to:** | Executive Director of Financial Services | **LOA Days:** 219 |
| **Location:** | Headquarters | |

Primary Purpose: The Staff Accountant supports the mission of International Leadership of Texas by maintaining day-to-day accounting operations, ensuring accurate financial reporting, and upholding internal controls. This role works closely with leadership and operations teams to ensure compliance with applicable regulations, support audits, and provide insights into the school's financial status.

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**Qualifications:**

**Must be a U.S. citizen or Permanent Resident.**

**Education & Experience:**

- Bachelor's Degree in Accounting. (Required).
- CPA Eligibility is strongly preferred.

Minimum of 2–3 years of experience in Accounting.

- Experience with Skyward Financial Management, Munis, or similar ERP systems strongly preferred.
- Background in school district, charter, or public-sector accounting highly desirable.

**Special Knowledge/Skills:**

- Proficiency with accounting software and ERP systems (*experience in Skyward preferred*).
- Advanced Excel skills.
- Strong analytical and reconciliation capabilities.
- Excellent organizational skills and attention to detail.
- Ability to communicate financial data clearly to non-accounting staff.

**Major Responsibilities and Duties:**

**General Accounting & Financial Reporting**

- Perform month-end closing procedures and preparation of financial statements in accordance with GAAP.

- Maintain and reconcile general ledger accounts, bank accounts, and subsidiary ledgers.
- Record journal entries for accruals, prepaids, and adjustments.
- Assist in the preparation of budget vs. actual variance reports and financial analyses.
- Help maintain policies and procedures documentation.
- Assist in audit preparation, responding to auditor requests, and preparation of schedules and work papers.

**Operations & Collaboration**

- Coordinate with program staff, administrators, and external vendors to gather documentation and resolve discrepancies.
- Undertake special accounting or financial projects as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals, standard instructional equipment.

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by: _____ Date: _____**

**Received by: _____ Date: _____**