



The Mission of Patterson Park Public Charter School (PPPCS) and Clay Hill Public Charter School (CHPCS) is to be a place where students thrive as members of a vibrant and inclusive learning community supported with families, caregivers, staff, and neighbors engaged in a practice of whole-child education. By teaching and learning from one another, we embrace unique identities and cultivate an atmosphere of love. Our vision is life-long learners, healthy families, and strong neighborhoods.

PPPCS and CHPCS are community-founded schools driven to academic excellence and devoted to a whole child philosophy in a diverse setting. It is our privilege to serve a diverse community and our responsibility to foster inclusivity. We assert these values as the foundation for nurturing all our students, realizing our mission, and preparing our students for success in a global society.

POSITION SUMMARY

The Staff Accountant's primary responsibility is to record financial data and maintain transactions, such as purchases, expenses, and revenue for the organization. The Staff Accountant will produce profit and loss statements, balance sheets, and provide various financial reports. This individual will also be responsible for processing payroll and providing human resource administrative support.

PRIMARY RESPONSIBILITIES

Accounting & Financial Management

- Follow internal controls policies & procedures
- Post revenues, bank deposits, expenses, payments in accounting system in accordance with GAAP and file all related support documentation
- Record interest income and support expense reimbursement process
- Support with the monthly close and related account reconciliation

Financial Reporting & Forecasting

- Support with the monthly, quarterly and annual fiscal reporting to all constituents
- Support with the tracking of budget vs. actual
- Supports with the completion of all federal, state, local, foundation and/or corporate grant administration/reporting
- Track revenues, expenses and assets related to restricted funding through the accounting system
- Support with the development of forecasts, extrapolating where possible and gathering leadership team's input of which line items may be under/over budget to predict surplus or deficit on both accrual and cash basis

Payroll

- Administer payroll, manage time sheets, and file related documents
- Track all days off (PTO, jury duty, bereavement, excused absences for professional development)
- Support the implementation/upgrade of payroll software and time tracking software

Budget

- Provide input with annual and multi-year budgets as requested
- Understand revenue streams, related cash flows and restrictions

Audit Preparation

- Support with tasks related to the annual financial audit and tax/990 filings with auditors
- Support with closing the books for fiscal year and preparation of all requested audit schedules, analyses, and support documentation
- Support with providing auditors all additional open items to complete financial statements and 990s

Human Resources

- Handle the administration related to new employees including W-4s, I-9s, HR Manual, hire letters, direct deposit and garnishment management
- Liaise and follow up with vendors/brokers to enroll/withdraw staff members in/from benefits including insurance (health, dental, vision, long-term/short-term disability and/or life), retirement plans and COBRA

Compliance

- Understand financial requirements per charter authorizer and support compliance duties charter renewal
- Support with completion of compliance responsibilities including Titles I-V & fingerprinting

Perform additional duties and tasks as needed and assigned

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Minimum of two (2) years of accounting and/or bookkeeping experience. Prior experience working in education, or non-profit environment is a plus
- One to two years of experience processing payroll
- Strong time management, planning and prioritization skills. Demonstrated ability to effectively manage tasks and projects with competing priorities and demands
- Exceptional attention to detail and high level of accuracy
- Professional presentation and demeanor
- Excellent verbal and written communication skills
- Effective decision-making skills. Ability to exercise critical thinking skills, connect underlying issues and assess potential implications
- Strong analytical skills and problem-solving skills. Ability to interpret and effectively use financial data to analyze the interplay between the organization, and departments
- Strong work ethic and attention to detail. High level of dedication and commitment to excellence
- Excellent service orientation. Ability to work and interact effectively with a diverse population and at all levels within the organization
- Flexibility and adaptability. Ability to respond quickly to changes, priority shifts, and requests
- Intellectual curiosity and willingness to learn new concepts
- Ability to work independently and with a high level of autonomy

EDUCATION REQUIRED

- High school diploma or GED required. Additional education is a plus.

TECHNICAL SKILLS REQUIRED

- Proficiency with Google Documents and Microsoft Office Suite. Advanced knowledge in Excel
- Strong technical skills. Experience with QuickBooks, HRIS, and/or payroll systems
- Data entry skills

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

To perform this job successfully, an individual must be consistently able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position involves sitting or standing for extended periods of time. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; bend knees; sit for extended periods of time; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to **occasionally lift office products and supplies up to 20 pounds**.

The above description is not intended to be an exhaustive list of all duties, responsibilities or physical demands associated with this position. Duties and responsibilities and physical demands may change at any time with or without notice.

The noise level in this environment varies at times and may become loud depending on the activity and time of the day.

COMPENSATION

This is a full-time, exempt position in Pay Band II with benefits. Pay band II is \$40,000-\$60,000; compensation is commensurate with education and experience.

WORK LOCATION & HOURS:

27 N. Lakewood Ave. Baltimore, MD 21224. Must work in person; remote work is unavailable for this position. Monday – Friday, 8 hours/day, 5 days/week morning-afternoon.

TO APPLY:

To apply for this position, please email cover letter and resume to DMattera@pppcs.org with Staff Accountant in Subject line. This vacancy does not have a closing date and applications will be reviewed till position is filled. Only complete applications will be reviewed.

EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION NOTICE:

Patterson Park Public Charter School, Inc. does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, age, or any other status protected by law in its employment.