



## Arizona School for the Arts ACCOUNTANT

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The Accountant is a critical role, supporting the Business Director and team to ensure the successful and efficient running of the ASA Business Office. The focus of this position will be learning the school-wide finance and HR systems to support faculty and staff in efficient operations. The position will be fully responsible for the entire accounts payable and receivable processes. In addition to the members of the team, the position works closely with the school budget managers, financial consultants, and various school vendors as it relates to the production of monthly financial statements, required State reporting, HR functions, grants, and annual audit. This position will also learn the full scope of the Senior Accountant position, serving as backup for that position.

*This position reports to the Business Director*

### **Essential Duties and Responsibilities:**

- Financial Reporting
  - Maintain accounts payable and receivable ledgers, ensuring timely payment of vendors and recording of deposits
  - Maintains fixed asset schedules and associated depreciation
  - Assists with semi-monthly payroll including timecard approvals, PARs, and other related matters.
  - Manages school related contracts and insurance compliance
  - Assists in all State and Federal educational grants
  - Assists with all mandated State reporting: AFR, Budget, School Reporting Forms, etc.
  - Maintains all records in accordance with school policy and procedures with a focus on annual school-wide audit
- Human Resources
  - Oversees all aspects of onboarding and offboarding staff, maintaining compliance with all State and Federal laws
  - Maintains Fingerprint Clearance Cards for staff and vendors
  - Coordinates job postings, applications and background checks
  - Maintains the Teacher Input Application with the State

### **Minimum Qualifications:**

- Bachelor's Degree in Accounting or related subject area + 2 years of experience in Accounting or AA in Accounting + 5 years of experience in Accounting
- School finance experience preferred
- HR experience preferred
- Valid IVP fingerprint card issued by the Arizona Department of Public Safety.

### **Required Knowledge, Skills, and Personal Characteristics**

- Proficient in latest version of Quickbooks, Microsoft Office Suite, 10-key, and Google platform.

- Ability to work in a professional, deadline driven environment, maintaining a positive demeanor
- Superior written and verbal skills.
- Excellent time-management skills, with attention to detail and accuracy
- Establish and maintain professional relationships with administrators and school personnel
- Must maintain strict confidentiality in all matters
- Ability to manage complex projects
- Must have reliable transportation

**Salary and Benefits:**

- Salary commensurate with experience.
- Full time position with benefits.
- Member of ASRS.

Interested candidates should submit the following via e-mail to [employment@goasa.org](mailto:employment@goasa.org):

- Cover letter, resume, three letters of reference, and the [ASA Application for Employment](#) found on the website.

*ASA is an equal opportunity employer. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, or veteran status is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.*