



Staff Accountant

ABOUT HOPE ACADEMY

HOPE Academy, founded in 2011, is an accredited K-12 private Christian University-Model® School in Concord, NC. HOPE partners with families through a unique schedule that allows parents to have more time and influence in their children's lives while engaging students in relevant and meaningful learning experiences. The school lives out its mission for HOPE Academy students to courageously develop their Christ-like identity, cultivate their unique gifts, and engage as active learners within an authentic community.

POSITION SUMMARY:

This part-time position is responsible for managing the school's financial records, including recording transactions, reconciling accounts, preparing financial statements, managing tuition, processing payroll, managing accounts payable and receivable, ensuring compliance with accounting standards, and providing financial reports to school administrators to support decision-making, all while adhering to specific regulations related to private education institutions.

The Staff Accountant collaborates with the Head of School to create and manage budgets and partners with the school's Finance Committee for financial reporting. The Staff Accountant reports to the Head of School.

STATUS:

- Part-Time, Hourly
- 12-Months
- 15-20 Hours per week

EDUCATION/EXPERIENCE

- Bachelor or higher degree in accounting, finance, or business administration
- Experience in accounting principles and practices, preferably within the education sector
- Minimum of five years of relevant experience
- Quickbooks certified

QUALIFICATIONS

- Acknowledges complete agreement with the HOPE Academy Statement of Faith
- Demonstrates a deep and abiding faith in Christ
- Strong attention to detail and accuracy
- Demonstrated ability to collaborate
- Capacity to embrace challenges and thrive in an environment where creative ideas, intellectual curiosity, independent thinking, personal accountability, and close collegial relationships are appreciated
- Outstanding written and verbal communication skills
- Exhibits diplomacy and discretion, adhering to the highest ethical standards

EMPLOYMENT BENEFITS

Hourly wage is dependent on experience. A tuition discount is provided for all children who attend HOPE Academy. Health and retirement benefits are currently unavailable.

PROFESSIONAL STANDARDS OF EXCELLENCE

We believe that how we do anything is how we do everything.

- Follow the example of Jesus
- Begin with the end in mind
- Devote to doing good for each child
- Steward faithfully and with excellence
- Commit to learning and growing
- Serve joyfully and with hope
- Partner well with parents for the success of children
- Cultivate collaboration among colleagues
- Preserve the Christ-centered culture and community of the school

For more information about HOPE Academy, please visit www.hopek12.com.