

ACCOUNTING CLERK

Reports to: Controller and AP/Payroll Manager

FLSA Status: Non-exempt

ORGANIZATIONAL OVERVIEW

KIPP is a national network of 99 schools that are free, open-enrollment, college-preparatory public schools with a track record of preparing students in underserved communities for success in college and in life. We are currently in 20 states and the District of Columbia serving over 26,000 students. Eighty percent of our students are low-income, and more than 90% are African American or Latino.

KIPP San Antonio is a growing network of schools: KIPP Aspire Academy, founded in 2003, KIPP University Prep, founded in 2009, and KIPP Camino Academy, opened in August 2010. Building on the success of our local KIPP schools as well as the KIPP national network of schools, we are currently embarking on an aggressive growth plan that will include two additional schools and a five-fold increase in the number of students we serve. We are committed to providing our students with a top quality education, making no excuses regarding background or previous educational experience, and recognizing that there are no shortcuts to success!

Continuing a pattern of excellence and impact, KIPP San Antonio is a finalist for the H-E-B Excellence in Education Award in the small district category. KIPP San Antonio's flagship school, KIPP Aspire Academy has scored in the top three middle schools in San Antonio for the past three years, with the highest Reading scores in the city for the last two years. Further, it has maintained the highest attendance rate in San Antonio and was recently named one of "The Best Public Schools" in Texas by the National Center for Educational Accountability.

POSITION SUMMARY

The accounting clerk will support the Controller and finance staff with the processing of financial data to ensure all payment obligations are made accurately and timely. Additional emphasis of the job is to ensure all necessary documents are collected and processed accurately provide for a well documented source for each transaction. Processing of financial data is required to be in compliance with Texas Education Agency policies and procedures.

RESPONSIBILITIES

- Help reconcile invoices with multiple general ledger distributions or require extensive level of matching and reconciliation to PO's.
- Perform monthly review of all open purchase orders files to ensure outstanding status is valid
- Assist with the data entry of purchase requisitions that have been approved by school leaders and budget owners
- Create and manage filing system as required for vendors, credit cards, banks and contracts.
- Perform a daily review of credit card transactions to ensure PO's are in place and supporting documents are gathered for central file.
- Assist with the reconciliation of cash received from schools and the TDA POS system for school breakfast/lunch program.
- Reconcile and track prepaid transactions on excel spreadsheet to ensure proper transfer in and out of the account.
- Help reconcile other balance sheet accounts by gathering financial data required by accounting staff and also research supporting documents when required
- Take on additional roles and responsibilities as assigned.

REQUIREMENTS

- Knowledge of accounts payable system processing and accounting office filing system.
- Knowledge of basic accounting and account reconciliation.
- Two years of college and three to five years of accounting office work experience
- Should be flexible, hardworking, organized, and work well with all staff.
- Committed to doing whatever it takes to prepare students for top-quality high schools and colleges.

COMPENSATION AND BENEFITS

- Range is \$12.00-\$14.00 per hour.
- Excellent medical, dental, and vision plans offered.

HOW TO APPLY

Email resume and cover letter, including the contact information for three professional references, to Human Resources at userhr@KIPPSa.org.