

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: Junior Bank Accountant
SCALE: PRC Support Salary Scale
CONTRACT: Full Year

POSITION SUMMARY

Under general supervision, the Junior Bank Accountant will be responsible for Bank daily entries, bank payment voucher preparation as well as support Finance Director in all the responsibilities of the position.

SUPERVISED, EVALUATED BY & REPORTS TO

Finance Director

QUALIFICATIONS

- Bachelor's Degree or College Diploma in Finance/Accounting.
- Minimum 1 year full-time experience working in accounting or related area.
- Good written and verbal communication skills in Chinese and preferable English.
- Proficient computer skills (MS Office and Finance software).
- Ability to provide good customer service.
- Ability to work cooperatively with school staff and co-workers.

DUTIES AND RESPONSIBILITIES

- Prepare the bank vouchers and related bank required documents, arrange the signing process and, after the bank entry is posted, completing the payment process.
- Completing the daily transactions and closing the month ending work in time in accounting system.
- Keep up with the accounts payable speed and effectively communicate with the colleagues for the bank transaction updates.
- Cooperation with the bank accountant for the bank reconciliations and cash flow statement preparation each month.
- Other duties as assigned.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contribution should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded

in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Protection at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.