

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: GENERAL LEDGER ACCOUNTANT
SCALE: PRC Support Salary Scale
CONTRACT DAYS: Full Year Contract

POSITION SUMMARY:

The general ledger accountant maintains fiscal records, preparation of the financial reports as well as financial ad hoc projects.

SUPERVISED, EVALUATED BY & REPORTS TO:

Finance Director

QUALIFICATIONS:

- Master or Bachelor degree or Professional Qualifications in Finance/Accounting Management.
- Minimum 8 years in the field of audit, finance and accounting experience.
- Minimum 3 years experience with similar management position in MNC or educational organization.
- Fluent in English and Mandarin.
- Excellent computer skills (MS Office and ERP system).
- Excellent interpersonal and customer service skills.
- Ability to work cooperatively with the personnel of other departments and co-workers.
- Demonstrated ability to adhere to policies, procedures and instructions of the school.
- Demonstrated ability to maintain accuracy and timing in daily work and financial reporting.

PERFORMANCE RESPONSIBILITIES:

- Responsible for the completion and maintenance of general ledgers, managing the total accounting operations include: GL, A/P and O/P, A/R and O/R, operating Cash flows.
- Conduct periodic financial analyses and statistical studies, including developing financial reports for forecasting and trending to ensure the School's efficient use of resources and compliance with the School's financial regulations.
- Monitor internal controls to ensure the accounting activities are in accordance with the legal, regulatory, and school policies and procedures. Make proposals to the current practice which is not agreed with the internal control principle.
- Monitoring the fixed assets management and ensure the good control of the school property.
- Review costs and perform cost benefit analysis related to projects and/or programs and recommend budget adjustments and other cost-improvement measures.
- Communicate with relevant departments the implementation of financial departmental goals, standards, policies and procedures.
- Direct the activities of staff accountants and cashiers, including overseeing individual employee performance, development and training.

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- Other duties as assigned.

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SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contributions 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.