



# The Schools of McKeel Academy, Inc.

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860 N Grady Avenue • Lakeland, Florida 33815  
www.mckeelschools.com

## **JOB DESCRIPTION - FINANCE ASSISTANT / ACCOUNTANT**

The Finance Assistant reports to the Finance Director. Primary job responsibilities – perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable and deposit transactions.

### Essential Duties and Responsibilities

- Sort, review, and verify invoices and check requests for accuracy and proper coding
- Enter and upload invoices into the ERP system for payment
- Track expenses and process expense reports
- Prepare and process electronic transfers and payments in the banking site
- Prepare and perform manual check runs
- Post journal entries to the ledgers
- Reconcile accounts payable transactions
- Prepare and review accounts payable aging reports to ensure vendor payments are up to date
- Research and resolve invoice discrepancies and issues
- Maintain vendor records
- Correspond with vendors and respond to inquiries
- Assist with generating monthly financial reports
- Assist with month end closing procedures
- Provide supporting documentation for audits
- Track and schedule all lease activity
- Post deposit transactions in the ledgers
- Manage employee mobile phone accounts
- Prepare, send, and collect Transportation Department invoices
- Prepare quarterly fuel tax returns
- Assist with reimbursements of grant funding
- Manage security key fob access for the Facilities Department
- Process monthly electronic applications for food service direct certifications from the State of Florida
- Submit National School Lunch Program compliance reporting
- Annually select students for NSLP verification
- Prepare and upload vendor 1099s
- Various other accounting related and clerical duties as needed

### Skills and Qualifications

- Minimum 3 years accounts payable, budget, finance, or general accounting experience.
- Knowledge of accounts payable and general accounting procedures
- Proficient in Microsoft Excel (mandatory)
- Proficient in data entry and records management
- Successfully establish and maintain a good working relationship with staff and vendors
- Effectively communicate with all staff, contractors, and vendors
- Must be organized with strong written communication skills
- Strong time management skills and ability to meet deadlines
- Bachelor's Degree preferred but not required

**Please send resume to [jobs@mckeelschools.com](mailto:jobs@mckeelschools.com)**