



Masada College – Position Description

Key Role Information

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| Position Name | School Accountant |
| Reports To: | Finance Manager |
| Department | Business Administration |
| Location | Masada College is located in St Ives in Sydney's leafy North Shore, a 20-minute drive from the central business district of Sydney. |

About Masada College

The Masada College journey begins from age two when toddlers join our Masada Cottage Early Learning Centre. After this, they move through to our three and four-year-old classes, then to our junior school. Finally, they graduate from our senior school as well-rounded, community-minded Australian citizens with a strong sense of their heritage and future and a lifelong ability to think creatively and independently.

We pride ourselves on strong academic results in the Higher School Certificate, consistently placing in the top schools in New South Wales. However, our real success stories are not the ones published in the league tables. They are those students who exceed their expectations thanks to the individual attention they receive here. Their enhanced performance comes down to the encouragement of their teachers, the smaller class sizes, and the collaboration of teachers and parents.

About the Role & Key Responsibilities

Summary

The School Accountant is an integral part of a small team responsible for the accurate and timely reporting, maintenance, and integrity of the financial records.

Role Accountabilities

Reporting to the Finance Manager, this position requires strong operational and financial experience within a school environment.

- Manage Parents & Friends Association (P&F) & H A F Pty Ltd transactions, accounts, and reporting using Xero and MYOB.
- Accurate and timely management of banking transactions, including preparing and overseeing daily, monthly, and annual bank reconciliations.



- Prepare general ledger month-end journals, accruals, pre-payments, and provisions.
- Prepare monthly fixed asset schedules and reconciliations.
- Perform monthly balance sheet account reconciliations.
- Prepare quarterly BAS and annual FBT returns and remain up to date on GST and employment tax legislation.
- Monitor grant receipts and assist with preparing acquittal/accountability statements and financial reports for grants.
- Collaborate with the finance team to work on various accounting projects
- Collaborate with Business Administrator and Accounts Receivable with JCA Allocations and Education Funding and other JCA Funding applications – IST and Endowments.
- Assist Accounts Payable, Accounts Receivable, and Payroll with month-end and year-end processes.
- Assist with the preparation of annual budgets
- Assist with audit working papers/schedules, verifying financial statements, ledgers, and accounts, and making corrections where appropriate.
- Provide cover for Accounts Payable, Accounts Receivable, and Payroll in case of extended leave or unexpected absences.
- Taking minutes in finance meetings and other administrative tasks as required.
- Any other tasks as reasonably required.

Key Attributes

Our ideal candidate will have/be:

- Minimum five years of accounting experience
- CA/CPA or working towards the qualification
- Detailed working knowledge of payroll procedures and legislation
- Knowledge of Multi-Level Agreements
- Excellent organizational, problem solving, project management, and communication skills with high empathic EQ.
- Ability to work to tight deadlines and deliver high-quality financial documentation under pressure.
- Detail orientated, accurate and precise.
- Knowledge of Australian Accounting Standards
- Experience and knowledge with Synergetic or School CRM
- Research orientated with a natural ability to think strategically and creatively.
- Proactive self-starter
- Strives to develop best practice finance functions with a continuous improvement mindset.
- Experience working with Google Suite products
- Intermediate Word and Excel skills.



Applications to:

Contact

Mrs. Mira Hasofer

College Principal

hr@staff.masada.nsw.edu.au

Applications include:

Cover letter outlining why you're ideal for this role

Resume detailing your previous experience as it relates to this role

Your current Working with Children Check Number

NSW Teacher Accreditation (if applicable)

Fully Vaccinated against COVID-19