

Position Available: Jr Accountant/Bookkeeper

Position Summary:

Central Queens Academy Charter Schools is seeking a Jr Accountant/Bookkeeper to work in the school business office. This position will report to the Controller and be responsible for supporting purchasing and accounts payable as well as special projects on an as needed basis.

Job Responsibilities:

Purchasing

- Process all school purchase requests.
- Ensure adherence to all purchasing policies and procedures.
- Maintain accurate purchasing documentation for audit files.
- Negotiate with vendors for the best price/quality specifications.
- Ensure receipt of purchase deliveries and process returns.
- Produce various reports for management as needed.

Accounts Payable

- Review and prepare invoices for payment.
- Ensure adherence to all payable policies and procedures.
- Maintain accurate vendor & contract files for audit files.
- Record invoices/expenses to payables system (BILL).
- Ensure invoices are entered timely and accurately according to terms and discounts.
- Produce various reports for management as needed.

Special Projects

- Perform special projects on an as needed basis for the finance team.

Requirements:

- Proficiency with Google Docs & MS Office (Excel, Word, PowerPoint)
- Strong organizational and problem-solving skills; able to manage priorities and workflow.
- Strong verbal and written communication skills.
- Acute attention to detail.
- Bachelor's Degree in accounting, finance or business preferred

Hybrid Position

Salary: \$60 - \$65k plus benefits

For consideration, please email cover letter and resume to: finance@centralqueensacademy.org

Central Queens Academy Charter Schools is an Equal Opportunity Employer.

About Central Queens Academy Charter Schools (CQA)

The mission of Central Queens Academy Charter Schools (CQA) is to prepare students for success in education, the workforce and the community through schools that integrate literacy, standards-based academics and culturally responsive supportive services.

CQA was founded to serve the families in District 24 in Queens, specifically those who live in and around the multiethnic, multicultural, and multilingual communities of Elmhurst, Corona and Woodside. We serve primarily first- and second-generation immigrant families, the majority of whom are designated as low-income. Our scholars and their families hail from over 30 different home nations and speak over 20 different languages. More than 80% of our scholars would be the first in their families to attend and complete college.

CQA is growing and adding dozens of new staff members to our team. This year, CQA will operate CQA I and CQA II. CQA I consists of an established, high-performing middle school (opened 2012) and a growing elementary school (opened 2021). CQA I will complete its final year of expansion this year to become a fully enrolled K-8 school serving 900 scholars. CQA II will open this August beginning with kindergarten and first grade and will grow by one grade per year thereafter. By 2031 CQA II will reach full scale and serve an additional 900 scholars.