

Accountant - Accounts Receivables Assistant

Job Description

(Part-time 60%)

Core Purpose

The core purpose of this position is the responsibility for the timely and correct execution of the accounting tasks for accounts receivable in accordance with the ISB financial regulations, policy and procedures as well as supporting the aims and values of the School at all times.

ISB Philosophy and Objectives:

It is expected that all ISB employees will become familiar with the school mission, working to promote these in all aspects of their role

***“We all want to learn more;
We all do it in different ways;
We all have fun learning;
We all help.”***

Line Manager:

Accounting and Finance Manager / Finance and Operations Manager

Responsibilities

- Supporting Accounts Receivable Specialist in day-to-day tasks such as invoicing tuition and other fees, collecting and recording payments, controlling and reconciling all accounts related to income and providing cover for this position as needed;
- Follow-up and collect receivables and administer credits;
- Ensure that ISB financial regulations and documented policies and procedure are followed for assigned tasks;
- Proficiently utilise ISB financial and operational information systems to perform tasks and recommend improvements in functionality as necessary;
- Answer inquiries from families and companies related to ISB financial regulations, fees, invoices and payments;
- Prepare confirmation of school enrollment documents upon request of families or government entities;
- Maintain an accounts receivables provision analysis and recommend changes to the provisions or write offs as necessary;
- Support the administration of events which require payments from families including maintaining and controlling student registrations and fee settlement for school events, trips and sporting events;
- Support in petty cash and cashless transactions;
- Prepare financial reports as requested by the Director of Operations or Finance Manager;
- Reconcile all income related accounts on a regular basis throughout the financial year and for the year end close;
- Prepare statistics and documentation for the annual financial and/or regulatory audits;
- Ensure compliance with internal control requirements by:
 - maintaining internal control documentation for the earnings process
 - recommending improvements to the earnings process

- recommending improvements to other processes' internal control policies and procedures as necessary
- Recommend changes to ISB financial regulations and processes, policies and procedures, and regulations as necessary;
- Contribute to discussion about training needs and system improvements;
- Carrying out additional activities, as requested, in line with the general expectations of this job description.

Professional Qualifications and Qualities:

- Commercial accounting background with a minimum of 3-5 years' experience in bookkeeping. Proven experience in accounting and familiarity with Swiss accounting practices and regulations would be advantageous;
- Good level of IT competence and experience with Microsoft Office program; previous experience in ERP system required;
- Detail oriented with strong organisational, time management and multitasking skills together with an ability to prioritise and attention to detail;
- Excellent interpersonal skills with a strong customer service orientation;
- Excellent written and verbal communication skills in English; proficiency in German will be advantageous;
- Competent, self-motivated and creative; Ability to work effectively both as a member of a team as well as independently with minimal supervision;
- Ability to work effectively and efficiently under pressure and when managing multiple tasks and completing priorities;
- Prior successful experience working in a multi-cultural environment would be highly beneficial;
- Maturity and commitment to exercise sound judgement in decision making and information sharing;
- Ability to work with tact and discretion and to maintain the highest level of confidentiality.
- Flexibility, reliability and initiative in support of school functions.

May 2022