Who We Are
New Paradigm For Education (NPFE) is a non-profit Charter Management Organization (CMO) composed of educational practitioners, community advocates, and business leaders who have dedicated years of service to children. We specialize in maximizing student learning potential through proven education practices and managing all phases of school design, planning, and program implementation. NPFE is on a mission to ensure that all students in Detroit achieve at the highest levels, supporting educational transformation through increased student achievement, fiscal responsibility, and community support.

What You’ll Do
The Staff Accountant works closely with the CFO and Finance team on the accounting affairs of the district, performing various accounting functions, and recommending changes and improvements as needed.

Job Requirements
- Bachelor Degree in Accounting or related field
- Minimum of two (2) years related experience
- Proficient in an accounting related software
- Proficient in Microsoft Excel/Word
- Evidence of good interpersonal skills with colleagues
- Demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents

Duties & Responsibilities

Accounting Functions
- Understands Governmental Fund Accounting and maintains general ledger in accordance with GASB.
- Reconciles all District Bank Statements on a monthly basis.
- Reconciles all general ledger Balance Sheet accounts on a monthly basis.
- Analyses and reconciles general ledger expenditure accounts as needed
- Provides accounting services essential to the preparation of the budget.
- Prepares all audit work papers for the District’s Annual Financial Audit.
- Makes accurate and timely reports to the appropriate agencies as may be required by law or school authorizer.
- Monitors all vouchers authorizing the expenditures of money
- Monitors all purchase requisitions
- Manages the day to day cash flows of the Academy
**Innovation & Ongoing Growth**

- Participates in ongoing professional growth provided by the District
- Participates in school/professional and/or community organizations or events
- Seeks professional development outside the organization for continued growth
- Maintains certification and timely renewal of endorsements
- Develops strategies to achieve organizational goals
- Sets and achieves challenging goals; tries new things; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals
- Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others
- Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes and schedules other people and their tasks; develops realistic action plans
- Manages frequent change, delays, or unexpected events; changes approach or method to best fit the situation
- Follows policies and procedures; completes administrative tasks correctly and on time.
- Supports organizational goals and values

**Professionalism**

- Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- Treats people with respect; keep commitments; works with integrity; be ethical; upholds organizational values
- Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions, with research/proof to back-up those decisions; includes appropriate people in decision making process; make timely decisions
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- Exhibits confidence in self and others; inspire and motivate others to perform well; effectively and positively influence actions and opinions of others; accepts feedback from others; give appropriate recognition to others
- Communicates effectively and professionally with colleagues, parents, and students

*Other duties as needed or assigned*

*The Individual*
While there is no single formula for a great Staff Accountant, our strongest team members do have a few characteristics in common. They are highly motivated and driven by results, extremely organized with an ability to balance deadlines and multiple workstreams, flexible and adaptable to ever changing organizational needs and work demands, and hold strong written, verbal and bookkeeping skills. Above all, they possess an enduring belief in the endless potential of all scholars and are committed to going “above and beyond” in the name of student success.

Interested? Please send your resume and cover letter to Rachele DiMeglio Adam (rdimegio@npfeschools.org) with the subject line: Staff Accountant Opening