



Amana Academy is seeking crew members with a sense of adventure and curiosity to work in a diverse, supportive and collaborative environment. Established in 2005, our demonstrated track record of empowering students to do more than they think possible has resulted in Amana being among the most well-regarded public charter schools in the state of Georgia.

We use the Harvard-based [EL Education](#) model as the foundation for our cross-curricular STEM program powered by design thinking. EL provides a holistic framework for measuring student success, placing as much emphasis on character development and quality craftsmanship as it does on academic achievement.

Our flagship campus is located in Alpharetta and is authorized by Fulton County Schools and the Georgia Department of Education. It is open to students in grades K-8 who reside in the Fulton County Schools district. Our new West Atlanta campus, opened in August 2022, is located in Mableton and is authorized by the State Charter Schools Commission and serves students in grades K-4 who reside in the state of Georgia. Both campuses are tuition free.

**AMANA ACADEMY, INC.  
JOB DESCRIPTION**

**Job Location:** Amana Academy  
**Job Title:** Accounting Specialist  
**Department:** Operations - Network Office  
**Reports To:** Operations Director / Chief Financial Officer  
**Status:** Full Time, Exempt  
**Work Schedule:** Mon-Fri, 235 Day Work Calendar  
**Compensation Schedule:** Non-Teaching Professional (A)  
**Pay Scale:** Grade 26  
**Start Date:** Immediate

**DOING WORK THAT MATTERS**

Provides various types of support activities related to employee benefits, including enrollment and maintenance. Performs extensive payroll functions related to processing payroll and payroll operations in accordance with Federal, State, and local laws. Responsible for various accounting duties which require familiarity with accounting office practices and procedures.

**ESSENTIAL DUTIES**

- Compiles and assimilates information to prepare for monthly payroll by verifying internal consistency, completeness and mathematical accuracy of net payment comparisons; Reports all discrepancies to CFO or designee
- Processes Payroll monthly
- Resolves payroll discrepancies by collecting, calculating, and analyzing information to determine possible courses of action
- Utilizes comprehensive knowledge of payroll practices and procedures to prepare reports, review records and reconcile payroll data
- Prepares salary calculations to forecast prorated payments for employees as necessary
- Maintains and organizes payroll records governed by policy and procedures
- Serves as principal source of information on established payroll and leave policies and procedures and payroll-related questions

- Assists in assessing financial and informational needs as related to annual benefit offerings. Coordinates benefit-related efforts with benefit providers, brokers and school leadership to establish benefit offerings and costs
- Oversees benefit enrollment for new hires, returning staff and qualifying events
- Serves as the primary point of contact for benefit-related questions and needs relating to the following areas:
  - State Health Benefit Plan
  - All "local" plans, including but not limited to, short-term disability, long-term disability, life, dental, vision, critical illness, flexible spending accounts and long-term care
- Responsible for all processes relating to leaves without pay (LWOP), including employee and carrier notification, billing and receipting
- Responsible for processes relating to short and long-term disability and death claims
- Performs review of financial records to identify and resolve financial problems
- Completes year-end consolidation spreadsheet of school's financial books for reporting annually
- Provides CFO with verification of adequate collateral on School bank accounts
- Analyzes and verifies internal consistency, completeness, and mathematical accuracy of accounting documents and makes adjustments
- May post registers or subsidiary ledgers and/or may be responsible for receipting checks and assigning accounting codes
- Performs account reconciliation(s); Troubleshoots and analyzes discrepancies
- Traces transactions through previous accounting actions and/or bank deposits to determine source of discrepancies
- Serves as back-up to Accounts Payable Personnel
  - Examines, codes, verifies, balances, and reconciles various types of transactions, listings and invoices, vouchers and reports
  - Performs data entry of various payments
  - Serves as the vendor contact for problem resolution
  - Prepares receipts and deposits for monies received

#### **ADDITIONAL RESPONSIBILITIES**

- Manages the inventory, printing and distribution of payroll checks, salary statements, and W-2's
- Serves as primary record retention contact person to retrieve current and/or archived records
- Maintains various spreadsheet and word processing documents, as well as exercising problem-solving skills as required
- Performs various functionalities associated with assigned special projects
- Maintains highly confidential data utilized in the Payroll Office/Financial Services
- Serves as primary backup in all areas of the Business Office
- Performs other duties as assigned by the appropriate administrator

#### **WHAT YOU NEED TO SUCCEED**

- Education: Bachelor's Degree from a regionally accredited university required
- Certification/Licensure: Applicable licenses and certifications are helpful but not required. Must be willing to acquire additional training as directed by manager
- Experience: 2+ years in related field
- Knowledge/Skills/Abilities:
  - Demonstrated ability to work with personal and confidential information
  - Working Knowledge of and experience with Microsoft Office, Google Suites
  - Must be able to successfully manage multiple tasks, projects and responsibilities
  - Ability to work independently and as a team member
  - Must be able to collaborate effectively with Network Office and school personnel, the District, the general public, and work with diverse groups of people
  - Excellent organizational skills and customer service skills
  - Ability to research and meet various federal and state requirements
  - Excellent communication skills both orally and in writing

## ENVIRONMENT

- **Working Conditions for Amana's Alpharetta campus:**
  - Amana's flagship campus is located in a renovated shopping plaza, minutes from Alpharetta City Center and City Hall
  - The building sits adjacent to 92-acre Wills Park, and teachers are expected to integrate this beautiful resource into daily activities, classroom instruction and expedition work where possible. Amenities include:
    - Walking Trails
    - An outdoor classroom
    - Playgrounds and fields for recess
    - Public art displays
  - Staff must be comfortable teaching and leading students in both an indoor and outdoor setting.
  - Staff must possess and demonstrate an innate comfort with flexibility and being able to adapt to new circumstances.
- Physical Demands:
  - Ability to lift and carry 30-50 pounds with assistance
  - Ability to push or pull a maximum of 50 pounds
  - May require stooping or crouching
- **Working Conditions for Amana's West Atlanta campus:**
  - Amana West is located on Girl Scout property at Camp Timber Ridge on 270 beautiful acres of land in Mableton, GA.
  - Staff must possess and demonstrate an innate comfort with flexibility and being able to adapt to new circumstances.
- Physical Demands:
  - Ability to lift and carry 30-50 pounds with assistance
  - Ability to push or pull a maximum of 50 pounds
  - May require stooping or crouching

## APPLICATION INSTRUCTIONS

IMPORTANT: Please follow this format for efficient consideration.

1. Email [jobs@amanaacademy.org](mailto:jobs@amanaacademy.org) Be sure to put your LAST NAME and the POSITION you are applying for in the Subject line; eg, "Smith Elementary Classroom Teacher"
2. Attach your current resume.