Job Description
Hmong American Peace Academy

Job Title: Senior Accountant
Immediate Supervisor: Chief Financial Officer

Beginning its 23rd year of operation, The Hmong American Peace Academy (HAPA) is a K-12 Public Charter School located on the northwest side of Milwaukee, WI authorized to serve scholars from preschool through 12th grade. A high-performing and award-winning organization known for academic achievement, HAPA currently serves nearly 2,100 scholars, with a vision to grow to serve over 2,700. There is also a Foundation that was formed to support HAPA.

MISSION

Hmong American Peace Academy provides our scholars with rigorous academics, character development, and Hmong cultural values, preparing them to excel in colleges, careers, and peaceful community leadership.

THE HAPA WAY: CORE VALUES

- We ALL choose HAPA and commit to our mission
- We put scholars first and are all accountable for scholar success.
- We hold ourselves to rigorous expectations and help one another grow.
- We treat our colleagues with care, trust, and respect to joyfully serve our scholars.
- We center Hmong culture, and value diversity.
- We model peaceful community leadership, inside and outside of our school.

Role Summary

The Senior Accountant reports to the CFO to ensure that the financial health and operations of HAPA, Ltd. and the Foundation are in place and running smoothly so that scholars can achieve strong educational outcomes.

Responsibilities

- Bank reconciliations for all bank accounts including school operating accounts, bond related accounts, and the Foundation accounts.
- Monthly reconciliation of all balance sheet accounts.
- Maintain fixed asset register and depreciation.
- Prepare monthly journal entries ensuring proper revenue and expense recognition.
- Ensure compliance with bond-related disclosures.
- Maintain Foundation accounting records.
- Support grant tracking and reporting.
- Compile information and documentation to support audit.
- Record deposits.
- Collaborate with HR to process payroll.
- Work with division leaders to report on up to date budget to actual information.
- Continually seeking and implementing opportunities to streamline and improve finance and accounting operations.
- Other duties as assigned to meet organizational requirements.

Qualifications and Attributes:

- Prior experience in finance required, operations management and K-12 educational (non-profit) experience preferred.
- Expertise in Microsoft excel required.
- Minimum of a Bachelor's degree in accounting.

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- Sound knowledge of accounting principles, standards, and regulations.
- Strong time management and organizational skills.
- Detail-oriented with a passion for accuracy
- Aligned with Hmong American Peace Academy's core beliefs and educational philosophy.
- Possess above average interpersonal skills to interact effectively with scholars, staff, parents and contractors.

At HAPA, we believe that an excellent Senior Accountant:

- Believes that all of us can and will learn.
- Thrives as part of a team-oriented, mission-driven culture.
- Demonstrates a growth mindset and a desire to continually improve through feedback, coaching, and professional development. Is a peace builder.
- Assesses progress and communicates results, using data to inform decisions and set ambitious goals.
- Possesses excellent management, communication, public relations, customer service, and interpersonal skills.
- Team player, who exhibits positive energy within the organization and builds healthy, professional, respectful relationships.
- Creative problem solver.

Work Environment

Works typically in an office space. The usual and customary methods of performing the job functions require the following physical demands:

- Generally requires 80% sitting, 10% walking, and 10% standing

Performance Evaluation

- Evaluations will be conducted by the immediate supervisor at a minimum of 1 time per fiscal year.

Education

- Bachelors degree in accounting required.

Required Testing

- Tuberculosis (TB) test

Clearances

- Criminal Background Check
- Tuberculosis (TB) Clearance

Job Parameters:

- This is a full-time position, with a 12-month term of employment (Fiscal Calendar—July 1 to June 30).
- 17 PTO days (Paid Time Off) and 7 Paid Holidays.
- Full life, health, dental and vision benefits.
- Eligible to participate in voluntary Life Insurance, Short-Term Disability and Long Term Disability plans.
- Eligible to participate in 403b retirement plan.
- Eligible for 5% Employer Contribution to 403b Plan after 1 year of employment (within the qualification guidelines).

FLSA Status

Exempt