FAIRGREEN INTERNATIONAL SCHOOL

Job Description: Esol Education
Fairgreen International School
Junior Accountant

Please note that this job description is intended to be an accurate reflection of the job requirements. Management reserves the right to modify, add or remove duties and to assign duties on a day to day basis as necessary.

General Purpose

The junior accountant will support the accounts department in the collection of fees, disbursement of petty cash and maintaining student records and follow up for payments. The junior accountant will work closely with all departments of the school that may advise a charge on the student (example: uniform, music, transportation, exams etc.) and ensure that these charges are accurately reflected in the student records and collected from the parents.

Main Tasks and Responsibilities

- Collection of fees, invoicing and follow up of unpaid fees through timely reminders
- Answering parent inquiries regarding school fees and payment deadlines
- Reconciliation and deposit in bank of all collections on same day or latest next work day morning
- Maintain student fee records and work with the Admissions Director to keep updated statistics on student enrolments
- Coordinate with the transport supervisor for bus usage and collection of transport fee.
- Coordinate with the music, ASA and school trips/outdoor activities, uniform and other departments to collect respective fees
- Maintain updated record of all postdated cheques and ensure that these are deposited into the school account upon maturity
- Maintain updated record of all bounced cheques and alert management of potential bad debts
- Follow up of returned cheques maintaining information on action taken
- Coordinate payment of Etisalat and Dewa bills for school and staff
- Disburse appropriately approved petty cash and maintain an updated account of petty cash
- Count and reconcile physical cash on a daily basis
- Prepare cheques to assist or in the absence of the accountant
- Assist with implementing and maintaining internal financial controls and procedure

Fairgreen International School LLC
The Sustainable City,
Dubai UAE
P.O. Box 392024
T: +971 4 875 4999
E: info@fairgreen.ae
www.fairgreen.ae