



St. Gilgen
International
School
SALZBURG | AUSTRIA

St. Gilgen International School (StGIS) seeks an

Accountant (f/m/d) in part-time (12-20 hrs per week), starting immediately

St. Gilgen International School is a co-educational boarding and day school for students aged 9 to 18. The school was founded in 2008, and since then has grown steadily. The founder of St. Gilgen International School envisaged a unique school with members drawn from the local and international community sharing a high quality academic and personal education in beautiful surroundings.

In May 2016, ownership of the school passed to a foundation of parents of the school community (Privatstiftung). This foundation acts solely in the interests of the school and school community; as such, all profits are reinvested back into the school. This ownership model harnesses our community spirit and drives us to work together in a continued effort to improve our already very good school.

As the new ownership model stabilises, and student numbers go from strength to strength; an exceptionally exciting period of growth and development lies ahead. In the next few years, we will expand to capacity (circa 240 students) and develop our facilities accordingly.

We are an authorized IB Middle Years Programme (MYP) school. As such, now is *the* time to join StGIS and be part of something uniquely challenging and rewarding.



StGIS is a friendly and purposeful place to work; we aspire to **HIGH STANDARDS** in a **low threat** atmosphere of collaboration and mutual support.

Our Mission:

We empower our students to reach their fullest potential, to have a positive influence on the world and inspire them to discover a life-long love of learning.

Our Values:

We always strive for **excellence** | We are people of **integrity** | We share our **passions**



Accounting is one pillar of the Business Administration at St Gilgen International School (StGIS). The accountant is responsible for:

Accounts receivable

- Invoicing parents the yearly tuition fee
- Invoicing new parents, the application fee, enrollment fee, deposit and tuition fee
- Invoicing of uniform, summer camps and all other related bill's at StGIS
- Booking of all invoices

Accounts payable

- Controlling of incoming invoices with the relevant department
- Prepare weekly payments
- Booking of all invoices

Audit

- Controlling of yearly audit to pass on to the external tax accountant
- Controlling of open balance lists

Budget

- Send monthly budget reports to Head of School, Head of Departments
- Controlling of the cost centers within the budget
- Prepare cash flow report for three to twelve months and monthly financial report for the Head of School and Head of Business Administration
- Assist in the budget forecast of the upcoming school year with the Head of Business Administration

Treasury

- Hand out petty cash to Teachers and Activity leaders
- Overview and control the petty cash
- Overview bank account (incoming and outgoing payments)

Administration:

- Assist with Health insurance for Boarding Students in cooperation with Allianz
- Arrange payments between medical institution and the Insurance Allianz
- Reporting to the "AUVA" (insurance) if required
- Assist with opening a bank account for Students
- Assist with Student Visa application and EWR registration of Boarding Students including the overview of Visa Expiration dates and renewal applications
- Arrange the registration of Boarding Students each school year at the townhall
- Reception cover if required
- Assist in organizing school events
- Provide student statistics quarterly and yearly to the Statistic Austria
- IB Ball Committee (Ticket sale)

The Position reports to the Head of Business Administration.



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You offer:

- More than 3 years' experience in accounting
- Degree of a Business School
- Desirable BMD NTCS experience
- Fluent in German and English
- Passion for young learners
- Driving license and clear police check

We offer:

- An international community at StGIS
- Yearly professional development courses
- Yearly gross salary of EUR 30.000 in fulltime (40hrs per week), overpay upon qualifications
- School lunches /Buffets for a reduced price
- Holidays mostly during school holidays
- Usage of school facilities upon availability
- Responsibility in this area

We are looking forward to receiving your application under humanresources@stgis.at.