

Bishkek International School

Job Description: Inventory Accountant

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and friendly environment. The school opened in September 2011 and now has over 300 students from age 2 to 18. Fifty-five percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Forty-five percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School we offer the IB Diploma Programme, IB Middle Years Programme (MYP), and IB Primary Years Programme (PYP). We are also a Cambridge International School, with Cambridge Assessment International Education accreditation for the IGCSE programme.

RESPONSIBILITIES

1. Controlling the reliability of accounting for incoming fixed assets, inventory, timely reflection on the accounts of transactions related to their movement, the correctness of the expenditure of materials, as well as the organization of inventory.
2. Maintain an inventory of school property and equipment/ updated monthly and provide the list to the Chief Accountant. Ensure that the list is audited at least once every 6 months.
3. Accounting, control and cancelation of food products according to the approved calculation standards. Ensure the money received by accountable person spent strictly for intended purpose.
4. Prepare accounting document for achieve.
5. Follow the rules and regulations of labor protection, sanitary and hygiene requirement, fore safety rules.
6. Prepare the monthly timesheet of working hours for staff, to enable calculation of staff salary.

GENERAL

1. Give obligation liability for the safety of cash and securities when being appointed.
2. Improve skills to promote he introduction of professional forms and methods of accounting.
3. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management.
4. Act as ambassador for the school and in a manner that upholds the values and ethos of the school at all times.
5. Maintain high quality standards in all areas of the school.
6. Any other task as decided by Management that contributes to the provision of quality education for children or the effective development of the School.

REPORTING

The inventory Accountant reports to the Chief Accountant

Timing and Duration

The position is available from April 15, 2021. The position is full time.

Requirements

- BA degree or higher in Accounting & Finance or other relevant degree
- Cashier and accounting experience
- Good knowledge of basic accounting, international standards of financial reporting (IFRS)
- Good knowledge of financial documents processing and reflection of accounting operations on the accounts of bookkeeping transactions connected with fixed asset flow, material asserts and money resources

- Good knowledge of settlements rules with debtors and creditors
- Advanced level knowledge of 1C (8.3) and MS Word and MS Excel
- Good English & excellent Russian
- Good knowledge of inventory procedures of money resources and material asserts
- Certificates on international standards of financial reporting (CAP, CIPA)
are desirable
- Excellent interpersonal, team leadership and membership skills
- Ability to work in stressful situations and do multitasking
- Able to communicate well with students, staff and parents and to gain their confidence and respect
- Honesty, responsibility, attention to details, accuracy, friendliness

APPLICATION

- Send your application in English by email to hr@bis.kg
- Include: (i) a brief cover letter summarizing your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.

Deadline for Applications

Interviews and appointment will be arranged as soon as appropriate applications are received. Early application is advised.