

# Bishkek International School

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## **Job Description: Accountant - Payroll and Budget Reconciliation**

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 360 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**

#### **Payroll**

1. Maintain a database of all staff contract terms, ensure that the data is accurate, in accordance with staff contracts, and that staff contracts are both accurate and up-to-date in accordance with terms agreed between management and employees.
2. Prepare the monthly timesheet of working hours for staff, to enable calculation of staff salary.
3. Calculate salaries, benefits and other payments to employees.
4. Ensure that all tax, social fund, statistical and other reports to the relevant authorities are always submitted on time, and are transparent and legally compliant.
5. Check with the tax authority for taxes and fees.
6. Prepare relevant documents and obtain TIN for each new foreign employee and initiate registration and reception of bank cards for new employees.
7. Monthly reconciliation and reporting in 1C.

#### **Budget Reconciliation**

8. Prepare the monthly budget reconciliation report, including cash/bank reconciliation.
9. Investigate options for budget preparation and reconciliation compatible with the 1C accounting system, propose solutions to the Chief Accountant, and oversee implementation of the approved system.

#### **Other responsibilities**

10. Prepare any accounting reports as requested by the Chief Accountant.
11. Prepare accounting documents for archive.
12. Maintain knowledge of current accounting practice and undertake professional training in liaison with the Chief Accountant.
13. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management.
14. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times.
15. Maintain high quality standards in all areas of the school.
16. Any other activities as agreed with management to contribute to overall development of the school.

## **REPORTING**

Report to the Chief Accountant

## **TIMING & DURATION**

The position is available starting November 2021. This is a full-time long-term position with an initial contract of 12 months (subject to 3 months' probation) which will be renewable by mutual consent.

## **REQUIREMENTS**

### **Essential:**

- University Degree in Accounting & Finance or a related subject.
- 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 assets and money resources
- Honesty, responsibility, attention to details, accuracy
- Able to communicate well with staff and gain their confidence and respect
- Ability to plan strategically, to set and meet deadlines and to implement plans
- A commitment to Professional Development
- Excellent Russian language skills

### **Desirable:**

- Good spoken and written English
- Advanced level knowledge of 1C (8.3) and MS Word and MS Excel
- Experience in payroll accounting
- Certificates on international standards of financial reporting (CAP, CIPA)

## **APPLICATION**

- Send your application in English by email to [hr@bis.kg](mailto:hr@bis.kg) by Monday 8<sup>th</sup> November 2021
- 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.