



ISS财会服务

鉴于学校需要同时管理本地和外籍员工及供应商，ISS财会服务可以帮助学校统筹国际财务事宜，降低学校财务操作的复杂程度。

会计服务

从工资管理到日常账目复核，ISS训练有素的专业财务人员将有效减轻学校财务部门繁重的工作负荷。

全球业务解决方案

在ISS的专家支持下，学校得以全面提升财务管理水平。依托以美国为中心的财务管理服务，我们可以帮助学校轻松进行全球交易，监督重大资本项目，确保捐赠流程合规得当等。

筹办管理

设立501(C)(3)组织，助您完善战略计划。我们的团队还将代您履行几乎所有创办组织和项目过程中的行政职能和责任，并落实各项计划。





ISS Accounting & Finance

As your school manages both local and expatriate staff and vendors, **ISS Accounting and Finance** can support you in coordinating international finances and reducing the complexity of your school's accounting operations.

Accounting Services

From payroll management to daily account review, ISS's trained accounting professionals help relieve your school's business office from the pressure of important accounting services.

Global Business Solutions

Enhance your school's overall financial management with ISS's expert support. We can operate global transactions with the ease of US-centric accounting management, oversee critical capital projects, safeguard proper donation processes, and much more.

Foundations Management

Complete your strategic plans for establishing a 501(c)(3) organization and let our team navigate virtually all administrative functions and responsibilities of the foundation and program on your behalf.



ISS财务流程每月完成

1100多名

员工的工资支付交易

设立了

75个基金会

每年处理

超过10000份

供应商发票

每年支付

超过4000笔

供应商款项



财务服务与解决方案

我们训练有素的财务人员可以在帮助学校减轻本地人员工作负荷的同时，提供符合成本效益的财务流程、简化的工作程序和最大限度地利用预算建议

工资和全球业务解决方案

ISS的支持服务助您缩减记账时间：

- 全面处理工资，包括美国境内工资支付和本地工资支付
- 全球范围内供应商付款，大幅缩短员工或本地供应商的处理时间
- 执行日常审计和监控，每日审查账目，确保信息真实有效，防止欺诈
- 处理和接收筹资活动的所有捐款，减少文书工作，确保严格遵守监管规定

其他财务支持服务

- 学费管理和处理
- 财务和审计管理
- 编制财务报表
- 发展资金和补助金管理服务
- 银行账户、现金和准备金管理
- 退休计划和公司福利管理
- 健康、人寿和伤残保险计划及其管理



客户评价

“【ISS财务服务】工作人员知识渊博、随叫随到、乐于助人。总是能及时提供内容准确、简单易懂的财务报告。我们非常满意！”

- Ron Marino, Treasurer, 国际教育促进协会（AAIE）财务主管

ISS Accounting & Finance processes

1,100+

employee payroll transactions each month

75 foundations

established

10,000+

vendor invoices processed yearly

4,000+

vendor payments made yearly



Accounting Services and Solutions

Our trained accounting staff can alleviate local pressure while providing cost-effective processes, streamlining procedures, and recommendations to maximize your overall budget.

Payroll and Global Business Solutions

Reduce your bookkeeping time with support from ISS:

- Conduct your entire payroll processing function, including safe US-based Direct Deposit payroll and local payments
- Globally execute your vendor payments, minimizing significant processing time by your staff or local providers
- Conduct routine audit and monitoring functions, reviewing your accounts daily to keep your information real-time and prevent fraud
- Process and receipt all donations for your capital fundraising campaign, reducing paperwork and giving you assurance that you are in full regulatory compliance

Additional Accounting Support

- Tuition management and processing
- Accounting and audit management
- Preparation of financial statements
- Development and grants management services
- Bank account, cash and reserves management
- Retirement plans and corporate benefit administration
- Health, life and disability plans, including administration



Customer Comments

"The [ISS Accounting Services] staff is knowledgeable, readily available and accommodating. Accurate, user-friendly financial reports are being provided in a timely fashion. We couldn't be more pleased!"

Ron Marino, Treasurer, Association for Advancement of International Education (AAIE)



设立并管理非盈利组织

委托ISS管理您的基金会，全方位代表您履行管理职能，分担学校和职员的工作压力。

为设立组织提供支持

ISS训练有素的专业财务人员将帮助您设立和管理组织。服务包含：

- 设立501 (C) (3) 组织，助您完成战略计划
- 与各州官员和美国国税局官员保持联络沟通，确保组织的设立合法合规
- 准备及处理所有所需表格和文件
- 拟定宗旨
- 表决理事会成员
- 创建章程
- 注册成立组织
- 提供董事会管理服务
- 协助董事会运作，确保组织的免税资格
- 向学校和董事会汇报组织的整体情况和财务状况

设立组织的益处

基金会将为学校带来以下益处：

- 吸引、招聘、留住有才华的教育专业人士
- 按照税前或税后工资向退休金计划供款
- 按照美国标准保障措施，如COBRA（《统一综合预算调节法》）和ERISA（《雇员退休收入保障法》），从工资里扣除相应的福利款划转给健康福利计划。
- 开设美国对公银行账户，支付美金发票
- 协助学校获得大公司、当地企业、组织、机构等的支持



财务和税务小贴士： 海外就业前，须了解的问题

ISS高级会计师Deb Jepson在ISS NewsLinks分享了一个财务和税务问题框架，该框架有助于国际教育工作者在国际工作中规避意外情况。

“当您做了充分准备，顺利通过招聘会和面试，获得了海外就职机会。不论这是您的首份国际工作，亦或您是一名经验丰富的外籍人士，在做财务和税务方面的准备时，您都应了解若干重要后续步骤。”

如需阅读全部内容，请访问[ISS.edu](https://iss.edu) >>



Establish and Steward a Foundation

When ISS manages your foundation, we relieve your school and staff of virtually all administrative functions and pressures.



Support Establishing Your Foundation

ISS's trained accounting professionals can help you establish and steward your foundation. We can:

- Complete strategic plans for establishing a 501(c)(3) organization
- Liaison with state & IRS officials for legal set-up
- Prepare and process all forms and paperwork required
- Develop a mission statement
- Identify a board of directors
- Create by-laws
- Incorporate the foundation
- Provide board management services
- Facilitate board actions to maintain tax exempt status
- Report to you and your board on the full status of the foundation and its finances

Benefits of a Foundation

Consider the benefits a foundation for your school provides:

- Attract, recruit, and retain talented education professionals
- Provide before or after-tax payroll contributions to retirement plans
- Offer payroll deduction to health benefit plans with standard US safeguards, like COBRA and ERISA
- Establish a U.S. based corporate bank account for payment of US dollar invoices
- Allows your school to receive support from major corporations, local business, foundations, agencies, and more

Finance and Tax Tips: Questions to Ask When Moving Abroad

In ISS NewsLinks, ISS Senior Accountant **Deb Jepson** shares a framework of finance and tax questions that will help international educators avoid surprises in an international move.

"You prepared, made it through the job fairs, interviews, and accepted an offer to teach abroad. Whether this is your first international adventure, or you are an experienced expat, there are some important next steps concerning your financial and tax preparedness."

Read the article at [ISS.edu](https://www.iss.edu) >>



全年财务运作

ISS深知，学校与本地和全球员工共同管理工资、资金往来以及资本项目是一项非常复杂的工作，因此，ISS为国际教育机构提供广泛的财务运作支持。请使用以下财务清单，以帮助财务部门平稳运行，或评估需要ISS支持的事项。

每日

- 检查银行账户（现金余额）
- 整理并递交收到的邮件
- 审查、编号并记录各项费用
- 审查记录收到的款项（应收账款）
- 分析现金流

每周

- 审查预计现金流
- 记录并审查未付发票
- 支付账单
- 审查小额现金交易

每月

- 核对银行账户、信用卡账户和投资账户
- 向客户开具发票并发送对账单
- 审查逾期应收账款
- 记录当月折旧
- 审查预计现金流
- 记录收入、工资费用、折旧费用、预付费用
- 审查资产负债表
- 审查现金流
- 创建趋势月报
- 审查年初至今损益表和年初至今预算

每年

- 制定来年预算
- 组织年度审计
- 确定提交政府报告的截止日期
- 审查公司政策
- 审查供应商合同/协议

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ISS.edu/Accounting-Finance



关于ISS：国际教育服务机构（ISS）是一家非营利组织，通过提供综合教育服务，每年携手800余家国际教育机构和数万名教育工作者，打造全球覆盖范围最广的国际教育支持平台。自1955年成立以来，ISS始终致力于在全球教育领域推行创新的最佳实践。核心服务包括：开办和运营以学生为中心、面向未来的学校；招聘顶尖的教育工作者和领导人才；提供最前沿的职业培训机会；基本教学物资采购；学校基金会管理；鼓励国际学校实现领导力多元化。ISS在美国新泽西州普林斯顿和中国深圳均设有办事处，员工遍及全球。我们欢迎更多有志之士的加入，共同打造一个异彩纷呈的世界。如需了解更多信息，请访问ISS.edu



Financial Operations Through the Year

Knowing that managing payroll, financial transactions, and capital projects with a blend of local and global staff is complex, ISS supports international schools across a wide spectrum of financial operations. Use this Accounting Checklist Overview to help your business office run smoothly, or assess where ISS can support.

Daily

- Review bank accounts (cash balance)
- Sort and deliver incoming mail
- Review, code, and record expenses
- Review and record payments received (A/R)
- Analyze Cash Flow

Weekly

- Review projected cash flow
- Record and review unpaid invoices
- Pay bills
- Review petty cash activities

Monthly

- Reconcile bank, credit card, and investment accounts
- Invoice customers and send out customer statements
- Review past due A/R accounts
- Record current month's depreciation
- Review projected cash flow
- Record revenue, salary expenses, depreciation expenses, prepaid expenses
- Review Balance Sheet
- Review Cash Flow
- Create Monthly Trend Report
- Review Year to Date P&L to Year to Date budget

Annually

- Create upcoming year's budget
- Schedule annual audit
- Determine deadlines for filing government reports
- Review Company Policies
- Review Vendor Contracts / Agreements

Download the full checklist
at [ISS.edu](https://iss.edu) >>



Learn more at
[ISS.edu/Accounting-Finance](https://iss.edu/Accounting-Finance)



ABOUT ISS: As a nonprofit organization, International Schools Services (ISS) works with more than 800 international schools and tens of thousands of educators each year across its suite of services, creating the largest global footprint in international education support. Since its inception in 1955, ISS has promoted innovative best practices for global education. Core services include starting and operating student-centered, future-oriented schools; recruiting world-class educators and leaders; providing cutting-edge professional learning opportunities; sourcing essential school supplies; administering school foundations; and encouraging more diverse leadership in international schools. With offices in Princeton, NJ USA and Shenzhen, China and staff located across the globe, ISS invites all to join in making a world of difference. For more information, visit [ISS.edu](https://iss.edu)