



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 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)



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) >>



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)