

ACCOUNTING MANAGER

A good candidate will have a strong understanding of Generally Accepted Accounting Principles (GAAP) and be skilled in performing detailed and complex numerical computations, analyses, and reports. She/He will be capable of dealing with challenging and confidential situations with students, parents, faculty, and staff with diplomacy, dignity, and respect. This person should have good organizational skills and want to be part of a business team. This role will manage the work of employees who post and balance to the books of accounts. She/He will prepare financial reports and maintain controls over accounting procedures. The goal of our office is to assist the members of St. Thomas community in various accounting needs as well as to manage our financial resources.

ESSENTIAL FUNCTIONS AND DUTIES

- Maintain various operating accounts and reconciles bank statements.
- Review and monitor receivable accounts as well as reconcile various payment types with QuickBooks, including credit card transactions, BidPal, tuition payments, online store, and physical store.
- Conduct monthly, quarterly, and annual close activities including preparation of journal entries, review/analysis of financial results, reconciliation of accounts, and reporting.
- Provide meaningful work papers and reports on budgets and expenses to administrators and leadership as well as answer questions about account activity.
- Process bi-weekly and semi-monthly Payroll as well as answer any payroll questions. May provide coverage for timesheet coordination.
- Oversee the coding of invoices and vouchers with proper account distribution.
- Implement and monitor efficient procedures and process improvements while maintaining a high level of accuracy.
- Maintain controls to ensure accurate financial reporting as well as regulatory, legal, and GAAP compliance.
- Provide support with financial and regulatory audits, including preparation of schedules for annual audit for accounting, capital assets, Payroll, Benefits, and 403B.
- Coordinate and manage ticket sales for the fundraising event, Round Up Raffle.
- Assist with revenue collection at major events, including Auction, Round Up Sunday, Style Show, Golf Tournament, Registration Night, Open House, Alumni Weekend, etc. Some evenings and weekends needed based on the event; however, notice and expectations will be provided.
- Learn routine Business Office processes to provide coverage of other team members as needed.
- Other job duties as assigned.

MINIMUM QUALIFICATIONS

Education

Required: Bachelor's degree in Accounting or closely related field.

Experience

Required: Five years professional accounting experience

Preferred: Experience with QuickBooks

Management of office processes

Experience in a school and/or non-profit environment is a benefit, but not required.

Certification/Licenses/ Registration

Required: None

Preferred: CPA

QuickBooks Certification

Working Conditions

Generally, work is done in an office environment with pleasant working conditions. The work hours are reasonably regular. Ability to work some nights and weekends to support events, financial close, audit, etc. is necessary and usually there is reasonable notice.

Physical Requirements

Rarely required to exert physical effort