



JOB DESCRIPTION

NAME:	Vacant
TITLE:	Accounting Manager
REPORTS TO:	CFO
DATE:	May 18, 2017

Check applicable interactive boxes below:

Exempt Non Exempt Full-Time Part-Time (# hours:)

PART I. Position Summary & Essential Functions

Position Summary:

The Accounting Manager performs all accounting work including processing cash receipts, cash disbursements, accounts receivable, fixed assets and monthly financial statements. The position processes payroll and related functions in conjunction with the archdiocese' centralized processing center. The person in the role will also provide timely financial reporting to other staff and be able to assist staff with accounting and payroll related questions and concerns. This position will also work directly with school families related to tuition and other monetary transactions. The person does not manage any employees.

Essential Functions/Responsibilities:

1. Performs accounting functions necessary to produce monthly and annual financial statements. (50% time)

- Prepares daily deposits and cash receipt entries for accounting system and handles petty cash as needed.
- Works with families to manage direct deposit payments to ensure tuition and other types of payments are made accurately and timely.
- Prepares checks weekly ensuring invoices are paid timely and accurately; codes expenses appropriately in the accounting system.
- Prepares monthly bank and investment account reconciliations in a timely manner.
- Maintains schedule of fixed assets and depreciation and accurately accounts for all fixed assets including capital projects.
- Reconciles general ledger accounts monthly and makes all necessary general journal entries.
- Acts as liaison with banking personnel.
- Prepares monthly financial statements and departmental reports on a timely basis.
- Ensures all records are kept in compliance with accounting policies and regulations.
- Ensures all required business filings are completed in a timely manner.
- Prepares accounting work necessary to close out the fiscal year.

2. Processes payroll to ensure employees are paid in a timely and accurate manner. (15% of time)

- Acts as liaison with the Archdiocese Benefits and Payroll Department to ensure we have important information related to payroll and benefits. Shares information with staff as needed.
- Processes payroll bi-weekly in a timely and accurate manner.
- Maintains accurate and up to date payroll files, including but not limited to, annual changes in pay and deductions, new and terminated employees, and sick and vacation benefits.
- Ensures all payroll related expenses are and taxes are paid in a timely manner.
- Assists in the preparation of annual employee covenants.

3. Oversees collection of tuition and related fees. (20% of time)

- Produces, sends and collects tuition agreement forms annually ensuring all forms are appropriately signed by the responsible parent.
- Prepares and sends tuition statements monthly and annually so parents are informed of their financial status.
- Works within the tuition software program to ensure all information is up to date and the program is accurately interacting with the accounting software.
- Works directly with families who are in arrears to ensure payments are made and families are aware of policies related to delinquent accounts.
- Keeps CFO and other appropriate staff notified when a family is significantly in arrears.

4. Performs other duties as needed to carry out finance and accounting activities. (15% of time)

- Assists in the preparation of budgeting by gathering information and reports to share with other staff members. Prepares budget report and enters information into the accounting system.
- Maintains petty cash and keeps proper accounting for its use.
- Occasionally supports after school and evening activities.
- Performs other duties as necessary related to accounting and finance to support the operations of the school and all related activities.

PART II. Minimum Qualifications – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

Minimum Education Required - Check one box:

HS Diploma Associate Degree BA/BS Masters PhD/MD

List preferred related field for degree: Business or accounting degree preferred.

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

Five years of progressively responsible bookkeeping and/or accounting experience will be accepted in lieu of a bachelor's degree.

List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):

None

Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):

Strong bookkeeping and/or accounting skills with knowledge of general accepted accounting principles. Highly organized and able to work well independently. Able to prioritize a constantly shifting workload, multi-task and manage deadlines. Strong communication skills. Able to work well with a diverse population and be compassionate, yet firm, when working with people in difficult financial situations.

Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):

Knowledge of generally accepted accounting principles and Microsoft Office Suite required.
Knowledge of Sage accounting software preferred but not required.

PART III. Physical Demands/Work Environment - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking		x		
Bending		x		
Standing		x		
Stooping		x		
Sitting				x
Climbing	x			
Driving		x		
Traveling		x		
Extended hours and/or nights and weekends as needed		x		
Lifting up to 50 lbs. with or without assistance		x		
Lifting over 50 lbs. with assistance	x			
Stretching/reaching		x		
Distinguish smell/temperature	x			
Hearing				x
Seeing				x
Speaking and communicating effectively with all people including some with diverse backgrounds				x
Operating computer and standard office equipment				x
Hand/finger dexterity				x
Motor skills and hand-eye coordination				x
Exposure to hazardous materials	x			
Exposure to outside activities that could include extreme temperatures or inclement weather		x		

Physical Demand	Never	Occasionally <i>(up to 25%)</i>	Frequently <i>(26-75%)</i>	Constantly <i>(76% or more)</i>
Other:				

The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.