



Job Description
ACCOUNTANT_ ACCOUNTING MANAGER

POSITION: Accountant (non-CPA OR CPA candidate)
Accounting Manager (CPA with 2+ years experience)
UPDATED: 2026
STATUS: Full-time (in person)
YEARLY TERM: 12 months
DAYS: 5 days/week
HOURS: 8:30am – 4:30pm

REPORTING RELATIONSHIPS

Supervisor: Director of Finance and Operations
Supervisor Of: N/A
Works Closely With: Accounts Payable Specialist, Accounts Receivable Specialist, and Business Office Assistant

SCHOOL MISSION: To glorify God by equipping urban students academically, socially, and spiritually for future lives of leadership and service.

OVERALL EXPECTATIONS

- **Conduct oneself with professionalism in speech, manner, and dress**
- Maintain confidentiality of sensitive information
- Follow Matthew 18 principle in dealing with conflict with students, parents, faculty, and staff

ESSENTIAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS

Specific responsibilities include (but are not limited to) the following:

Bookkeeping & Accounting

Accounts Receivable (Tuition and Financial Aid)

- Tuition Enrollment Agreement
 - Assist families with FACTS Financial Aid application or providing necessary tax documents to the Business Office
 - Assist with maintaining our tracking information on status of financial aid assessment in tracking spreadsheet
 - Prepare Tuition Calculations per family for Financial Aid Committee review
 - Prepare and communicate with Families their Financial Aid Award and Annual Tuition per Agreement via Email
 - NC Opportunity Scholarship –

- Work with Admissions to assist families with renewing their annual scholarship, ensure to do lists are completed, and certification of students enrolled, as needed
 - Work with Accounts Receivable Specialist to maintain the NC Opportunity tracking spreadsheet of periodic deposits
- School Tuition [maintained in QuickBooks] – *Backup support (as needed periodically)*
 - Maintain the Fiscal Year Tuition and Financial Aid tracking spreadsheet
 - Assist Accounts Receivable Specialist in the setup of recurring monthly invoices and payments
 - Help monitor the preparation of monthly tuition and lunch fee invoices
 - Assist with the preparation of monthly past due statement for families
- Application Fees, Enrollment Fees, After School, Summer Camp
 - Assist Accounts Receivable Specialist with maintaining support on receipts for all types of payments
- Review weekly Reports
 - Customer payments received
 - Daily / weekly deposits

Accounts Payable

- Review weekly Reports
 - Unpaid bill report (Tuesday)
 - Check Detail report (Friday / Monday)
- Prepare weekly Bank vouchers for EFT and ACH vendor payments [Google Drive]

Receipts & Deposits

- Communicate Donations Bank deposit information (Wire Transfers, ACH) to Development
 - Determine detail of deposit and create support document
- Record semi-weekly Donations (Wire Transfers, ACH, and Check bank deposits) in QuickBooks
 - Working with the Development Office to ensure proper income classification
- Review the semi-weekly Tuition & School fee deposits from Authorize.net, FACTS and PayPal, and Checks to QuickBooks prepared by the Accounts Receivable Specialist to ensure proper revenue classifications.
- Record miscellaneous incidental fee deposits (checks & ACH) to QuickBooks

Payroll Processing

- Assist Director of Finance with processing monthly payroll
 - In conjunction with Business Office Assistant, review Paid Time Off data entered to Paychex Time Module
 - In conjunction with Accounts Payable Specialist, review timesheet data entered to Paychex Time Module and prepare reconciliation of Time Card information

Budget Planning and Forecasting

- Assist Director of Finance with preparing year-end Budget for Finance Committee and Board Approval

- Meet with Department Heads to discuss their needs
- Prepare sub-reports to support Expenditures
- Work with Development and Accounts Receivable Specialist to determine Revenues
- Prepare monthly or quarterly Budget to Actual Reports for Department Heads

Record Keeping and Filing

- Scan all Support documents that come through the Business Office, related to income and special issues
 - Organize electronic copy for google drive folders
 - Attach all electronic support documentation in QuickBooks
 - Provide PDF files in an organized fashion to the Business Office Assistant for printing and filing in appropriate file systems

Month-End Work

- Prepare Journal Entries for special transactions
- Reconcile all bank, credit card, and investment accounts
- Maintain the Pledges Receivable Tracking Spreadsheet—working with the Development Office to ensure all are accounted appropriately
- Maintain the Restricted Funds Tracking Spreadsheet – working with the Accounts Payable Specialist to ensure all expenditures are matched to income
- Assist Director of Finance with the Month-end reports for Finance Committee and Board of Directors

Year-End Work

- Assist with closing the fiscal year cash and accrual basis of income
 - Reclassification of Payroll Expense to appropriate functional category allocations
 - Reclassification of Budget Department Expenses to appropriate functional category allocations
 - Prepare necessary cash to accrual Journal Entries
 - Maintain files and support documents for year-end Audit or Financial Review
- Work with Director of Finance on Payroll W-2s (Box 12 and 14 information)

Qualifications

- Committed follower of Jesus Christ, reflecting a desire to serve Him and others in work and life.
- Eager to serve in a Christian learning environment, modeling diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- Ability to represent the school well to others and our community.
- 4-year College degree in Business or Accounting required—or at least work experience in finance or accounting.
- Excellent verbal and written communication skills and ability to communicate effectively and professionally with faculty, staff, and parents.
- Demonstrated ability to serve with initiative and pro-active approaches.
- Computer skills as applicable for effective work with software programs and Excel spreadsheets.
- Excellent organizational skills and attention to details.