

JOB DESCRIPTION

ACCOUNTING MANAGER

Saint Joachim School, Diocese of Orange

POSITION TITLE: Accounting Manager
STATUS: Part-time (28 hours); Non-exempt Hourly
SUPERVISORY RESPONSIBILITY: None
REPORTS TO: School Principal

PRIMARY PURPOSE: Lead bookkeeping and financial reporting for school; responsible for services essential for the welfare of the school's finances; accounting liaison for Pastor and Principal with Finance Council, parents, vendors, committees, outside accountants, Diocese Business Office and other financial related entities.

QUALIFICATIONS & EXPERIENCE:

REQUIRED: Experience with a mid-range or high-level general ledger system using accrual-based accounting; understanding of GAAP; professional experience with Quickbooks; highly literate in Windows environment and able to make good financial decisions and ability to work with minimal supervision.

DESIRED: Degree in Business or equivalent. Experience with parish/school data systems preferred. Background in Catholic school environment. Bilingual in English and Spanish is helpful.

EQUIPMENT OPERATED: Calculator; personal computer, printers, check scanner; money counting equipment; fax machine, copier(s), paper shredder, postage machine, and other office equipment.

DUTIES AND RESPONSIBILITIES:

1. Cash flow management; recordkeeping of incoming cash receipts; deposit of incoming funds into appropriate accounts
2. Accounts payable and disbursements; processing of payments; preparation of checks in response to authorized requests for disbursements
3. Accounts receivable, including data entry/recordkeeping; processing/tracking School tuition payments in FACTS; collection of past due accounts
4. Capital asset depreciation; reserve analysis
5. Monthly data collection, analysis and entry for school. Month-end closing and reporting to the Diocese, Finance Council and School Board

6. Bank reconciliations; bi-monthly payroll reconciliation
7. Work cooperatively with PTO Treasurer to account for revenue and expenses for fundraising; manage PTO account in QuickBooks and banking software.
8. Prepare annual budgets in compliance with Diocesan guidelines and timetable, including School, and departmental budgets
9. Prepare quarterly and annual School and Diocesan reports
10. Prepare necessary tax forms
11. Work cooperatively with the Diocese Business Office to ensure accuracy of financial records and reporting, and compliance with proper protocols
12. Attend all Diocesan meetings and training pertaining to budget process and financial matters, or other meetings as mandated.
13. Assist School Principal with grant applications and tuition assistance program
14. Assist Principal as needed; work cooperatively with faculty and school staff; maintain communication and cooperation with parish staff (Parish Director, Parish Bookkeeper and Facilities Director)
15. Perform other work-related duties, as assigned

Date Prepared: 01-06-2021

Approved by: Lisa Gilbert, Principal