

Purpose of Position

The Accounting Manager is responsible for maintaining complete and accurate records of the School's financial transactions. This position oversees cash receipts and cash disbursements for the general fund, capital campaigns, clubs, and student activity funds. The Accounting Manager is responsible for all financial reporting and supports the Director of Business in the annual budget process and the annual audit.

Position:

- Full-time
- Calendar Year
- Salaried, at-will employee
- Fulltime Benefit Eligible / Calendar Year

Reports To: Director of Business
Evaluated By: Director of Business
Direct Reports: Office Assistants – Student Accounts
Food Service Coordinator

Qualifications:

- Born-again Christian
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview
- Proven leadership in financial oversight in an organization
- CPA licensure preferred
- Accounting experience preferred
- B.A. or B.S. in Accounting, Finance, or related field required
- Demonstrates excellence in communication
- Committed to the mission of DMCS

Professional Profile:

- Demonstrates advanced computer skills.
- Characterized by unquestionable integrity.
- Maintains confidentiality.

Responsibilities:

Supervises Accounts Receivable

- Oversees student accounts assistants who are responsible for billing and collecting tuition and fees.
- As needed, follows up on delinquent accounts.
- Determines needs based financial aid.

Supervises Food Service

- Manages contract(s) with outside food service provider to provide daily hot lunches for students in all programs.

Accounts Payable and Expenditures

- Issues purchase orders for requests that are within established budgets and/or cash balances.
- Prepares checks for signatures and distributes payments to vendors.
- Responsible for maintaining a filing system for all accounting records.
- Tracks 1099 vendors and issues 1099's annually.
- Reconciles credit card statements monthly.
- Communicates with vendors regarding billing discrepancies and contracts.

Financial Statements and Other Reporting

- Reconciles bank statements monthly.
- Reconciles subsidiary ledgers to general ledger.
- Distributes weekly updates of department specific financial statements to the department managers.
- Prepares financial statements for the School and the DMCS Foundation in accordance with Generally Accepted Accounting Procedures (GAAP).
- Prepares monthly financial statements for submission to the Finance Committee, the Board, and club treasurers.
- Prepares month-end entries for financial statement preparation.
- Prepares cash projections based on income and expense statements.
- Prepares accruals for year-end audit work.
- Assists with annual audit.
- Assists Director of Business with the preparation the annual operating budget.

Administrative

- Sets and achieves annual performance goals with the Director of Business
- Supervises Student Account assistants and Food Service Coordinator, including annual performance evaluations.
- Is responsible for accounting software (including design, set-up, maintenance, processing, and personal training).
- Other duties as assigned by the Director of Business

Date: _____

Signatures: _____
Accounting Manager

Director of Business