



## Job Description

Job title: Accounting Manager  
Supervisor: Head of School  
Hours: Full-time non-exempt

- **General Description**

The Business Manager provides management of the accounting and business functions of Faith Christian School.

- **Accountability**

The Business Manager reports directly to the Head of School (HOS). Evaluations by the HOS.

- **Qualifications**

- Education: Minimum Associates Degree in Accounting, Business Administration, or related field; Bachelor's degree or equivalent accounting experience preferred.
- Technical expertise: Computer proficiency in Windows-based environment, familiarity with business management software and/or database design, QuickBooks experience is preferred.
- Spiritual: Vibrant Christian testimony, faithful church attendance, reputation for a Biblical lifestyle, committed to Christian education.
- Character traits: Team player, friendly, gracious, cooperative, detail-oriented, trustworthy, motivated, responsible, efficient, organized, discreet, meets deadlines, poised under pressure.

- **Responsibilities**

- Spiritual
  - Seek to demonstrate spiritual development in attitude, actions, speech, and showing a consistent walk with Jesus Christ.
  - Actively participate in creating a cooperative spirit among staff members: keeping morale high, and being committed to the goal of "giving a good report". (Matthew 18)
- Accounting
  - Accounts receivable: Generate the billing and oversee the collection of tuition and other school related fees
  - Accounts payable: Manage purchasing and receiving processes; ensure timely and accurate payment of vendors' invoices
  - General ledger: Ensure proper posting to general ledger accounts from Accounts Receivable, Cash Receipts, and Accounts Payable processes; enter monthly closing, adjusting, and correcting entries; prepare relevant, accurate, and timely financial statements for the HOS and board; prepare departmental, class and event financial reports as



necessary

- Cash management: Assure cash controls are as effective and efficient as possible; post deposits in a timely manner; manage and maintain school investments per the HOS and board's direction.
- Budget: Work with the HOS and board in developing and adhering to the annual budget
- Banking: Prepare monthly reconciliation with bank statements and investment reports
- Review: Provide necessary information and assistance for the annual audit/review
- Wisconsin Parental Choice Program (WPCP): Prepare necessary documentation and provide assistance for the multiple audit times.
- General insurance: Maintain insurance documents; furnish information for the annual audit
- Payroll and Benefits: Arrange timely and accurate payment of school employees, payroll taxes and insurance; provide and interpret employee benefits; submit the required payroll reports monthly, quarterly and annually.