

Accounting Manager



The Accounting Manager shall:

- Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school
- Assist the Dean of Program Support in maintaining financial information on Sycamore
- Oversee the daily accounting activities required to maintain Lighthouse Preparatory Academy's general ledger
- Abide by a two-person accounting system
- Assist the Administrator, Treasurer, Dean of Program Support, and Elementary Principal in preparation of annual budget for submittal to the board for review
- Handle monthly statement reconciliations, check runs, accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, debt activity, recording of revenue and expenses, etc.
- Cash management (including placement/movement of funds in various trusts)
- Maintain organized set of detailed records and files to document financial transactions
- Assist Payroll Clerk in completing payroll
- Work on insurance forms as needed
- Assist Accountant and/or other personnel in resolving accounting and financial issues
- Make and implement recommendations to improve accounting processes and procedures
- Collect tuition and communicate with families about tuition balance and payment deadlines
- Assist with audits as requested (insurance, payroll, workers compensations, etc.)
- Assist the Board Treasurer with annual audits
- Avoid legal challenges by understanding current and proposed legislation, by enforcing accounting regulations, and by recommending new procedures
- Perform other duties as assigned or required

Hours Estimated:

- 20-25 hours per week (pending expansion to preschool/elementary school)

Job Reimbursement:

- \$11,500/annually (will increase if expansion to preschool/elementary school)
- Qualified Tuition Reduction: 20% for the 2020-21 school year
- 2 weeks of vacation (June or July)
- 40 hours of sick leave