Accountant/Business Manager
Part-time

Position Description
Flagstaff Academy seeks a detail-oriented, organized, and collaborative part-time accountant/business manager to support the school's accounting, budgeting, reporting, human resources work, and overall business operations. This position plays a critical role in maintaining the school's financial integrity and supporting responsible stewardship of public funds. This role will be part-time, 10-20 hours per week with some flexibility. The finance team at Flagstaff is small but mighty and includes a Business Office assistant, an Executive Director of Operations, and a contract CFO-level professional that oversee the accountant's monthly close-out and year-end work.

Qualifications Sought
The ideal candidate has experience in accounting, bookkeeping, and human resources, preferably in a public school, charter school or other government-sector environment.

Specifically, we seek a team member with:

- Associate's or bachelor's degree in accounting, finance, business administration, or a related field; or an equivalent combination of education and relevant experience.
- Knowledge and/or experience with government accounting standards (GASB).
- Knowledge and/or experience with HRIS/payroll systems.
- At least three years of progressively responsible experience in accounting, bookkeeping, financial administration or business operations.
- Demonstrated ability to maintain accurate accounting records, reconcile accounts, manage deadlines, and prepare financial reports.
- Proficiency with accounting software, spreadsheets, and standard office applications.
- Strong organizational, analytical, communication, and problem-solving skills.
- Ability to work independently, prioritize competing responsibilities, and maintain confidentiality.
- Commitment to responsible stewardship of public funds and the school's educational mission.

Duties/Responsibilities:

Accounting and Financial Management

- Manage accounts receivable and accounts payable (we use BILL), with help from the business office assistant.
- Maintain the general ledger and accurate financial records using the school's accounting system (We use Quickbooks online).
- Record, review, and reconcile financial transactions to ensure revenues, expenditures, assets, liabilities, and fund balances are accurately reflected in the accounting system. This includes quarterly allocations for preschool and after-school programs.
- Record, review, and reconcile transactions for separate healthcare account (we are self-insured through a special program called the Captive Program through HUB).
- Establish and maintain a consistent monthly closing schedule to ensure financial records are complete and accurate.
- Support the Executive Director of Operations with preparation of annual operating budget (Spring - Due June 1) and amended budget (Winter - Due January 31).

Human Resources Support

- Support monthly payroll processing. Review payroll reports, benefit deductions, employer taxes, and payroll-related general ledger entries.
- Reconcile payroll expenses to the accounting records.
- Prepare and submit monthly retirement reporting and contributions to PERA.
- Support during open enrollment with benefits set-up and administration.
- Additional support in Human Resources as needed.

Audit, Tax and Year-end Responsibilities

- Coordinate the year-end accounting close (June 30th is fiscal year-end) and ensure transactions are recorded in the correct fiscal year.
- Coordinate audit requests and work with school leadership and external auditors to resolve questions. Business Office Assistant can assist.
- Assemble schedules, reconciliations, invoices, contracts, grant documentation, and other records requested by the school's external auditors.
- Maintain an organized year-end close checklist and calendar to support timely completion of all required tasks. See 2026 list here (these tasks will be split between our contractor and this new accountant role).
- Additional year-end support as needed.

About Flagstaff Academy Charter School
Located in Longmont, Flagstaff Academy is a tuition-free public charter school serving grades kindergarten through eighth. Our school also offers a tuition-based full- and part-time preschool program for three and four year olds.

Since its founding in 2005, Flagstaff Academy has grown into Longmont's premier science and technology school. As a public charter school, Flagstaff Academy is operated by a board of directors made up of parents and community members. Our school serves approximately 800 students and is part of the St. Vrain Valley School District.

Mission
The Mission of Flagstaff Academy is to develop students who are equipped to be well-rounded, ethical leaders in the world community with a foundation based on science and technology.

Guiding Principles

- Provide a K-8 Core Knowledge-based education with a science and technology focus that challenges students to achieve their academic potential.
- Provide opportunities for scientific and technological exploration.
- Pursue excellence in every student and employee.
- Promote, value, and recognize academic achievement and creativity.
- Welcome an academically diverse student population.
- Respect the individual, classroom, school, community, and world.

Salary Range
$27.00-$42.00/hour depending on education and experience.

Flagstaff Academy Offers some benefits for part-time employees:

- **PERA Retirement** - In lieu of Social Security, public employees in the state of Colorado contribute to a tax-deferred retirement account that is administered by Colorado PERA. Employees contribute 11% of monthly earnings while Flagstaff Academy contributes 21.4% to the PERA pension trust fund on the employee's behalf.
- **Life/AD&D insurance** - Flagstaff Academy provides a Life/AD&D insurance policy with a $40,000 benefit for each eligible employee.
- **Short Term Disability** - Flagstaff Academy provides a Short Term Disability policy for each eligible employee.
- **Paid Time Off** - Employees are granted PTO based on years of service and number of contract days. Part-time employees are granted PTO prorated at the percentage of a

40-hour week.

- **Free Childcare** - Staff can access childcare before/after school, as well as during all professional development days, through our Dragon Flight program.
- **Employee Appreciation** - Flagstaff Academy offers an unmatched employee appreciation program throughout the school year.

Additional Voluntary Benefit Options:

- **Voluntary Retirement Options** - Employees may choose to contribute additional funds through payroll deductions to either a 401(k) or 457(b) plan offered through PERA Plus.
- **Life/AD&D Insurance** - Additional term life insurance is available at a group rate for coverage of employee, employee's spouse, and employee's child(ren).

To apply, please submit an application via this posting or email your resume and letter of interest to employment@flagstaffacademy.org.

Flagstaff Academy is an equal opportunity employer.

NOTE: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Flagstaff Academy reserves the right to modify any descriptions contained herein provided such changes are publicly posted and disclosed to all applicants.