



CREAN LUTHERAN HIGH SCHOOL

Proclaiming Jesus Christ through Excellence in Education

Accounting Manager Ministry Description

Revised: 2019.07.01

Position Summary

Name of Position:	Accounting Manager
Employment Type:	Full-time, exempt
Job Hours:	7:30 a.m.-4:00 p.m.
Education Required:	BS degree with an accounting focus preferred
Years of Experience:	4 years in general accounting operations
Starting Salary:	TBD; commensurate with experience
Reports to:	Chief Financial Officer

The **Accounting Manager** is responsible for managing the day to day general ledger and accounting activities. Responsibilities include maintaining existing and developing and implementing new processes and systems for collecting, analyzing, verifying and reporting information.

Ideal Candidate

1. Active Christian and local church member
2. Demonstrates a heart for Jesus Christ
 - *“I resolved to know nothing while I was with you except Jesus Christ and Him crucified.”* I Corinthians 2:2
3. Demonstrates personal character
 - *“In everything, set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech...”* Titus 2:7-8
4. Demonstrates passion for excellence worthy of Christ
 - *“Whatever you do, work at it with all your heart, as working for the Lord...”* Colossians 3:23
5. Demonstrates passion for the unity in the Body of Christ while maintaining faithful fidelity to scripture, salvation by grace through faith, and Jesus’ once-for-all atoning sacrifice and resurrection
 - *“It is by grace you have been saved, through faith--and this not from yourselves, it is the gift of God -- not by works, so that no one can boast. For we are God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.”* Ephesians 2:8-10
6. Exemplifies a Christ-like attitude in both written and verbal communication.
7. Demonstrates an understanding of and ability to apply generally accepted accounting principles
8. Demonstrates a customer service and client based focus while managing several projects simultaneously.
9. Possesses exemplary decision making and problem analysis skills.
10. Proficient with Google documents, Microsoft software products and various tools and equipment.

Essential Functions of the Accounting Manager include but are not limited to the following responsibilities:

- Managing and overseeing the general ledger as administrator
- Monitoring and analyzing accounting data for preparation of financial reports or statements
- Producing preliminary monthly, quarterly and year-end financial statements for the CFO’s review

- Establishing, documenting and administering proper accounting methods, policies and principles
- Initiate accounting activity including journal entries etc.
- Participate in developing and implementing the annual budget process
- Provide budget/variance reports
- Accounts payable including referee pay program
- Managing the employee credit card process
- Implementing and maintaining fixed asset sub-ledger
- File property tax / personal tax and sales tax reports
- Reconcile general ledger accounts
- Provide schedules and reconciliations for the annual audit
- Manage tuition / fees billing and reconciliation process
- Establish and maintain fiscal files and records to document transactions

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must have the ability to read, prepare/process documents and to direct others if necessary in carrying out duties.

Working Environment

Work is performed primarily in an office, in all weather conditions, including temperature extremes, during day and night shifts and may be exposed to dust, odors, oil, fumes, and more; regular contact with staff, parents, and students; with frequent interruptions. The noise level in the office and school campus environment can range from quiet to moderate. Extensive contacts with students and may handle cash transactions when needed.

Other Duties

Please note this job description is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Additional functions and requirements may be assigned by Supervisors as deemed appropriate. This document does not represent a contract of employment, and the School reserves the right to change the position description and/or assign tasks for the employee to perform at any time with or without notice, as deemed appropriate by the School.

Signatures

This job description has been reviewed and approved by all levels of management.

Supervisor _____ Date _____

Principal _____ Date _____

Human Resources _____ Date _____

Employee signature below constitutes employee’s understanding of the requirements, qualifications, essential functions, physical requirements, work environment, and duties of this position.

Employee _____ Date _____