

Accounting Manager

Job Summary: Serves Jenison Christian School and families by assisting with accounting, budget planning, tuition assistance, and other financial matters.

Responsible to and evaluated by: Principal.

Roles and Responsibilities

1. Accounts Receivable
 - a. Tuition
 - i. Receives enrollment forms and set up tuition records.
 - ii. Resource for answering tuition questions from prospective and current families.
 - b. FACTS Accounts (online payments)
 - i. Set up accounts and makes changes, as needed.
 - ii. Processes payments including balancing and recording of information in QuickBooks.
 - c. Prepare Tuition Reduction Incentive Program (TRIP) deposits and semi-annual reporting.
 - d. Receive and record payments: checks, credit card., ACH, TRIP, etc.
 - e. Bank
 - i. Prepares and coordinates bank deposits.
 - ii. Provides oversight of bank accounts regularly monitoring activity.
 - f. Manages any lines of credit and associated record keeping.
 - g. Childcare
 - i. Posting payments and any other accounts receivable.
 - ii. Oversight and review of reporting available to track billing and receivables.
 - iii. Balancing and recording information in QuickBooks.
2. Accounts Payable
 - a. Coordinates and organizes invoices and schedule payments.
 - b. Pays invoices and assures scheduled payments occur.
 - c. Field questions from vendors
3. Tuition Assistance
 - a. Resource and contact for families needing tuition assistance.
 - b. Set up and monitor FACTS.
 - c. Assists with follow through on applications and communication of approvals/scholarships.
4. Payroll
 - a. Coordinates with external payroll provider to;
 - i. Enter and maintain employee records
 - ii. Prepare bi-weekly pay runs
 - iii. Payroll accounting
 - iv. Reporting and tracking for Earned Sick Time Act (ESTA), workman comp audit, 1099/1096, LLH and 403b reporting
5. Accounting
 - a. Performs month end accounting procedure and reporting in QuickBooks.
 - b. Prepare documents and attend Finance Committee meetings.
 - c. Assists with annual budgeting process.
 - d. Coordinates with external CPA on quarterly and year end reporting.
6. Miscellaneous
 - a. Office coverage in various roles when necessary.
 - b. Supply ordering
 - c. Other duties as assigned

Qualifications:

- Minimum of bachelor's degree or equivalent experience required
- Background and/or experience in non-profit Finance or similar field preferred

Work Period: Year Round

Remuneration: Part-time. 32 hours per week.