



Finance Manager, Administration

Position Description

May 2019

Employment category:	Administration
Full/part time:	Part Time (20-30 hours)
Work year:	12 months
Supervisor:	Head of School

Overview:

The Finance Manager is responsible for managing the accounting and administrative activities for Eagle Christian Academy, including Vendor contracts, Human Resources and payroll processing. They work alongside our Business Manager on accounting functions, regulation compliance; managing and overseeing the processing of invoices and managing inventory. The Finance Manager is responsible for preparation of ad hoc, monthly and annual financial statements, internal reports, financial reports and annual budgets for the school. This position develops and implements procedures within organizational policies, reports major activities to administrators and board members through conferences and reports. The position reports directly to the Head of School.

Essential Duties:

The ideal candidate manages the processing of invoices and payments for all the school related activities. The person oversees administrative matters, manages the preparation of and reviews internal reports, financial reports, develops and administers functions such as revenue, analyzes and reconciles accounts, plans and manages budgets, processes accounts payable and/or receivables, and maintains financial records. Reviews approval of purchase orders and purchasing requisitions for vendors. Oversees and manages the processing of invoices and delivery order and reimbursements related to the school budget using the accounting and admissions software.

This position will also handle personnel related administrative tasks, as well as provide support to the school about human resources related activities, policies, processes, and procedures. Includes payroll processing, planning, implementation and communication of the annual benefit open enrollment meetings, employee sign-up and waivers as well as teacher and staff contracts.

Knowledge Skills and Abilities:

The ideal candidate must be an effective and skilled communicator (verbal and written) and possess a professional, collaborative, and upbeat approach to their work and leadership style. The ability to prioritize and work under tight deadlines is crucial and essential to success in the role. Applicants must have strong analytical and problem-solving skills, attention to detail and advanced proficiency with financial accounting software and Microsoft Office Suite (particularly Excel). Knowledge of educational accounting is a plus. Must have a demonstrated ability to interact with a diverse set of people in an open and friendly manner.

Qualifications/Experience:

- Bachelor's degree with major coursework in Accounting or Finance, supplemented by 2-5 years of professional-level accounting experience involving computerized accounting systems.
- Educational accounting, Human Resources, Legal and administrative experience preferred but not required.
- Must be proficient with the Microsoft Office Suite and Quickbooks. Experience with RenWeb/FACTS a plus.