



## Job Description

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### Position Title: Finance Manager

#### Purpose of Position

The Finance Manager fulfills the mission of Des Moines Christian School by executing a broad range of financial department responsibilities - including accounting operations, payroll, tuition assistance, audit compliance, customer interactions, and accounting team leadership.

#### Position:

- Full-time
- Calendar Year
- Salaried, at-will employee
- Full Time Benefit Eligible / Calendar Year

**Reports To:** Director of Finance and Operations

**Evaluated By:** Director of Finance and Operations

**Direct Reports:** Accounting Specialists

#### Qualifications:

- B.A. or B.S. in Accounting.
- CPA licensure preferred.
- Accounting experience preferred.
- Experience utilizing general ledger software for journal entries, reporting, and ad hoc querying of accounting entries.
- Advanced experience using Microsoft Excel or similar software.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.

#### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Manifests effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Utilizes critical thinking and problem-solving skills.
- Proven ability to work in a leadership role with diverse groups, including administrators, parents and outside vendors.
- Demonstrated leadership in financial oversight in an organization.

#### Responsibilities:

##### Supervising Accounts Receivable

- Oversees student accounts specialists responsible for billing / collecting tuition and fees and for recording cash gifts and revenue.
- Assists specialists with problem solving, balancing of accounts, and recording entries.
- Assists with posting journal entries from the fundraising system, consistent with non profit accounting principles.



- Partners with specialists, as needed, to follow-up on past due accounts.
- Provides customer service to parents through student account interactions.

#### Supervising Accounts Payable

- Oversees accounts payable specialist responsible for processing expenditures (invoices, purchase orders, printing checks).
- Acts as back-up to specialist, as needed, for accounts payable processing.
- Reviews check stubs/expenses and maintains check log for audit purposes.
- Coordinates with specialist to track and issue 1099's annually.
- Assists specialist with problem solving, balancing of accounts, recording entries, providing budget reports, and reconciling bank accounts.
- Assists Director in training employees and troubleshooting online expense submission tool.
- Assists Director and Specialist in executing paperless processes and electronic vendor payments.

#### Payroll Processing

- Processes school payroll bi-weekly.
- Balances 941 reports quarterly.
- Partners with HR and Director to balance salary and withholding accounts.
- Partners with HR and Director to record annual salary accrual.

#### Tuition Assistance

- Maintains process, calculations, and documentation for tuition assistance with direction and support from Director.
- Coordinates with Tuition Assistance Committee and external funding / STO contacts.
- Works with student accounts specialist to communicate awards to school families.
- Works with parents and admissions to answer questions, understand eligibility, and provide award estimates.

#### Financial Statements and Other Reporting

- Assists Director with analysis and journal entries.
- Assists Director with annual audit work.
- Assists school leaders with miscellaneous analysis, accounting questions.
- Reconciles ins/outs of restricted funds to ensure they are balanced.

#### Administrative

- Assists Director with implementing new general ledger and billing software (now in first year after implementation).
- Assists Director in making sure accounting procedures are in place for any new software partnerships across the school (for example, rSchool for rentals, HomeTown for athletics)
- Maintains an organized and timely filing system for all accounting records.
- Creates a positive environment that encourages team engagement and collaboration.
- Supervises team of 3, including setting and evaluating annual performance goals.
- Coordinates with Human Resources in recruitment and selection of employees, maintenance of employee personnel files, corrective action, and other human resource issues.
- Other duties as assigned by the Director of Finance and Operations.