



Job Description

Position Title: Accounting Manager

Purpose of Position

The Accounting Manager fulfills the mission of Des Moines Christian School by maintaining complete and accurate records of the School's financial transactions. This position oversees a team of Accounting Specialists and processes including cash receipts and disbursements, as well as processes payroll and tuition assistance awards. The Accounting Manager supports the Director of Finance and Operations in the annual budget process and the annual audit.

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.

Supervising Accounts Payable

- Oversees accounts payable specialist responsible for processing expenditures (invoices, purchase orders, printing checks).
- Review expense requests to ensure correct ledger accounts and to ensure within established budget and/or cash balance.
- Coordinates with specialist to track and issue 1099's annually.
- Assists specialist with problem solving, balancing of accounts, recording entries, and reconciling bank accounts.
- Assists Director in maintaining online expense submission tool.

Payroll Processing

- Processes school payroll bi-weekly.
- Partners with HR to record salary accrual.
- Partners with HR to balance salary and withholding accounts.

Tuition Assistance

- Coordinates work with Director and Scholarship Committee to determine needs-based tuition assistance awards.
- Works with student accounts specialist to communicate awards to school families.

Financial Statements and Other Reporting

- Assists Director with financial reports, analysis, and journal entries.
- Assists Director with annual budget work.
- Assists Director with annual audit work.
- Reconciles ins/outs of restricted funds to ensure balanced.

Administrative

- Assists Director with implementing new general ledger and billing software.
- 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.
- Acts as internal primary point of contact for accounting software.
- 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.