

Lynden Christian Schools

JOB DESCRIPTION

JOB TITLE:	Accounting Manager
REPORTS TO:	Director of Finance and Administration
STATUS:	NON-Exempt/Hourly, .5 FTE

POSITION SUMMARY

The Accounting Manager will be responsible for managing and improving the monthly close process, delivering on-time and accurate monthly financial statements including analyses and commentary. This position will assist in the development and improvement of the accounting processes and systems in order to drive efficiencies and best practices. This position requires an individual with a proven ability to manage large workloads, prioritize effectively, communicate clearly and deliver results.

ESSENTIAL JOB FUNCTIONS

- Prepare monthly and annual financial statements for five different funds in compliance with GAAP, ensuring they are financially sound and accurate
- Ensure proper policies for financial reporting are in place
- Conduct account reconciliations and analysis, utilizing best practices
- Oversee the accounts payable function, working with the purchasing department in assuring accuracy and timeliness of payments
- Assist in the annual budget creation and validation process
- Manage and improve the month-end close function, including review of journal entries, balance sheet reconciliations and accruals
- Assist in special projects
- Assist the with student enrollment / tuition receivables / payroll / HR benefits where needed
- Prepare monthly state sales and B & O tax returns
- Other duties as assigned

QUALIFICATIONS

Character Profile

- Model a commitment to the Lord Jesus Christ, to Christian Education, and to the mission of Lynden Christian

Education, License, and Experience

- A minimum of an AA degree with an emphasis in Accounting
- Three or more years of progressive responsibility in managing an accounting department
- Other combinations of education and experience that provide the incumbent with the necessary qualifications may be considered

Knowledge, Skills and Abilities

- Knowledge of GAAP with fund accounting preferred
- Knowledge of proper records management procedures
- Excellent public relations skills including courteousness, tact and good verbal communications; ability to build and maintain rapport
- Excellent communication skills (verbal and written)
- High degree of integrity; maintain respect at all times for confidential information.
- Ability to efficiently prioritize work in a multi-task environment
- High degree of organizational skills
- Detail-oriented; high degree of accuracy
- Proficient with Microsoft Office Suite, including Word, Excel and Outlook; ability to easily learn new specialty software (such as Traverse account program and alumni database)
- Proven ability to work independently and self-motivated; also work cooperatively with other office personnel

License and Certification

- Valid driver's license and proof of insurance at the time of hire and vehicle available for work-related travel

GENERAL PHYSICAL REQUIREMENTS & WORK CONDITIONS

Primary work is performed within office setting but also includes work throughout LCS campuses (Lynden and Evergreen). Must be available to attend occasional evening Board and committee meetings. Position requires sitting for long periods of time and hand manipulative skills for word processing and writing. Some bending and stooping with minimal lifting up to 30 pounds. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.