Job Title: Accounting Manager

Department: Finance

Job Category/FLSA Status: Finance/Exempt

Accountability: CFO

Authority: As Assigned

Position Description:

The Accounting Manager is responsible for developing, recommending, implementing, and controlling accounting policies and procedures including coordinating and operating the accounting, data control, accounts payable and receivables processes for the College; and prepares departmental and consolidated financial statements and various financial management reports.

Major/Essential Functions:

- Manages the day-to-day accounting functions including; accounts payable, accounts receivable, billing and collections, and cash.
- Prepares monthly review of general ledger for month end close to ensure all transactions are properly recorded for financial statement preparation. This includes all asset, liability, revenue and expense accounts for CBS.
- Develops and manages annual accounting program review, including integration of plans and assessments with institutional planning and assessment initiatives.
- Monitors CBS operational activities to meet, ethics and guidelines and to ensure compliance with state and federal regulations and accreditation standards.
- Safeguards College assets and maintains appropriate systems of internal control.
- Ensures that financial reporting is maintained in accordance with generally accepted accounting principles and that internal reporting commitments are met in a timely and effective manner.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) and other regulatory financial management security and compliance standards as it relates to the assigned areas of responsibility.

Duties/Responsibilities:

- Assists in the development and maintenance of accounting system that records and reports all financial transactions.
- Prepares and analyze monthly bank reconciliations and general ledger account reconciliations.
- Recommends, reviews, and monitors compliance with financial policies, procedures and controls.
• Prepares, monitors, and interprets monthly financial reports and analyses for the CFO. This includes but is not limited to revenue and expense statements, balance sheets, and year-to-date financial statement summaries.
• Manages the cash requirements of the College. This includes responsibility for reporting to the CFO on cash requirements forecasting, investments, line of credit and monthly reconciliation of all bank accounts.
• Coordinates interim and annual financial statement preparation and audit activities, as well as other information reports and requests; ensures accuracy and integrity of financial, tax and regulatory reporting.
• Provides direction and assistance to other departments regarding accounting, regulatory and budgeting policies and procedures, implementation of new practices and procedures, and efficient control and utilization of financial resources.
• Performs related duties as required.

Qualifications:

Required:
• Bachelor’s degree in Accounting and three to five years of related accounting experience including not-for-profit accounting.
• Be a committed Christian and in good standing with a local church
• Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation

Preferred:
• Bachelor’s degree in Accounting and three to five years of related accounting experience in not-for-profit accounting and higher education.

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):
• Exceptional problem solving and analytical skills
• Proficiency in accounting and related software including Financial Edge and Raisers Edge.
• Advanced skills in MS Excel
• Proficiency in Microsoft office suite.
• Ability to effectively communicate (in speaking and writing) with individuals and groups
• A customer service mindset, championing on-time response and professionalism. Ability to set and meet appropriate deadlines and effectively lead and manage a team
• A high degree of confidentiality and professionalism
• Ability to manage multiple projects simultaneously while achieving goals and objectives
• Defines problems, collects data, establishes facts and draws valid conclusions
• Ability to review situations, products and services and determine appropriate solutions or course of action
• Ability to effectively present information to management
• Ability to analyze circumstances and identify appropriate alternatives
• Ability to work with and influence others to achieve operational requirements
• Knowledge of academic standards and accreditation requirements
• Excellent interpersonal and organizational skills and a commitment to outstanding service in all areas of the college
• Ability to work effectively under pressure and meet deadlines
Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):
- Timely and effective completion of all required financial, audit and regulatory processes, payroll processing, reports, work papers, etc.
- Successful achievement of unmodified annual audits.
- To the extent practicable, avoidance of management letter comments.

Mobility/Physical Demands:
- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 35 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):
- Typical finance office environment
- Extended evening and weekend work hours to meet audit and financial reporting requirements

Security Sensitive: Yes.

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God’s chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.