



Job Title: Accounting Manager
Job Status: Full-Time
Exempt Status: Exempt
Department: Business Office
Reports to: Chief Financial Officer

Position Summary

The Accounting Manager is a crucial member of the Business Office team. This financial professional is capable and experienced in accounting and is also expected to play an essential role in managing, shaping, and protecting the ministry in financial stewardship. Our ideal candidate will see this role as a ministry, not just a job.

The Accounting Manager will oversee several aspects of the accounting function, including payroll, fixed assets, accounts payable, accounts receivable, cash receipts, account reconciliations, sub-ledger reconciliations to the general ledger, and maintenance of department files and calendar. Contributing to a timely and accurate monthly close and the annual audit are also key responsibilities. The Accounting Manager must have the ability to plan and organize work efficiently, setting clear, measurable, and realistic goals, keep up-to-date with developments in the accounting, finance, and tax fields.

The Accounting Manager will work closely with staff from other departments and train, supervise, and mentor staff in areas related to finance policies and procedures. To be successful, they must work in a fast-paced work environment while maintaining a positive and cooperative working relationship with others. We are looking for someone passionate about serving God, providing leadership to the Business Office, and values being an integral part of a Christian school.

Duties and responsibilities

- Maintain and enforce all accounting policies and practices and inform the leadership of potential or actual problems or violations.
- Manage Payroll, Fixed Assets, Cash Receipts, and Accounts Payable processes and related systems, including vendor interface to ensure accuracy.
- Manage assigned areas of responsibility to completion: examples may include charitable organization reporting, welfare exemption claims, property lease file management, etc.
- Manage subordinate staff graciously and consistently to enable them to accomplish their responsibilities effectively.
- Assist in ensuring adequate financial controls are implemented and maintained.
- Effectively prepare account reconciliations and analysis on a timely basis.
- Coordinate and support the annual audit process to ensure an effective, efficient audit.
- Coordinate and support the annual budget process, as requested.
- Assist in managing assets of the organization effectively, reducing costs to needed levels.
- Assist with other duties as assigned.

Qualifications

Education and Experience

- 4-year degree in related field or demonstrated competency in an equivalent field.
- 2-year minimum experience in a supervisory role.
- Computer literate and proficient with QuickBooks, Google, and Microsoft Office Suite.
- Advanced MS Excel skills.
- Proficiency with 10-Key.

Preferred Education and Experience

- Advanced degree in the related field.
- Non-Profit GAAP.
- Experience with cloud-based Payroll/HRIS.

Skills and Abilities

- Commitment to TKA's mission statement: The King's Academy is a Christ-centered school that inspires academic excellence, servant leadership, and enduring relationships.
- Interact effectively with leadership and staff at all levels.
- Keep current with developments in the accounting, payroll, tax, and software fields.

Other characteristics

- Must have a personal relationship with Jesus Christ.
- Must be active in a local Christian body of believers or at least pursuing community with other Christ-followers.
- Must have compatible theology on significant issues of TKA's Statement of Faith and Lifestyle Agreement.
- Must be committed to serving God and the body of Christ.

Working Conditions

- This job operates in a professional office environment.
- This role requires the use of standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.
- Days and hours of work are Monday through Friday between 7:30 a.m. – 4:00 p.m.

Physical Requirements

To perform this job successfully, you must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand and sit for prolonged amounts of time.
- Walk, bend, kneel, and twist.
- Talk and hear.
- Occasionally lift and move up to 20 pounds.
- Finger and hand dexterity to feel, handle, and operate objects, tools, controls, and reach with hands and arms.
- This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Disclaimer or provisions: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.