

## Trinity Presbyterian School

### Senior Accountant

The Senior Accountant provides strategic, operational, and financial support.

#### Qualifications for Position

- Bachelor's degree in accounting or finance from an accredited four-year institution
- CPA is preferred but not required
- Creative, strategic, and forward thinker with experience using advanced accounting practices and procedures
- Demonstrate knowledge and experience with Generally Accepted Accounting Practices
- Experience and highly competent in Microsoft Excel
- Demonstrate strong analytical/problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- Demonstrate ability to analyze financial information to identify discrepancies and patterns
- Demonstrate leadership ability, team management, and interpersonal skills
- Demonstrate ability to deal with uncertainty and change management
- Demonstrate ability to manage multiple projects across functions and provide timely resolution of issues
- Experience with budgeting and financial reporting
- Demonstrate ability to develop written presentations along with ability to present the information to a group
- Strong management skills and ability to work closely with diverse groups of people, including employees, parents, vendors, suppliers, and other outside professionals
- Ability to communicate effectively in both an oral and written form
- Ability to engage and serve Trinity's customer base with a friendly, cooperative attitude
- High level of integrity, dependability, and sound judgment

#### Responsibilities

- Manages fiscal services to include budget development, accounting, payroll, cash management, financial reporting, contract agreements, and insurance risk management.
- Develops short-term and long-term financial plans (strategy and scenarios), projections, and budgets.
- Maintains strong banking relationships and oversees treasury, investment and endowment activities.

- Manages cash flow, including negotiation and utilization of credit facilities.
- Prepares monthly and annual financial reports, including the annual audit.
- Performs accounting tasks such as accruals, year-end close and 401K compliance.
- Manages the school's tuition assistance program.
- Monitors and implements changes in state and federal regulations related to items such as health insurance regulations, wage and hour laws, 1099 compliance and mileage reimbursements.
- Reconciles bank statements and balance sheet accounts.
- Reviews expenditures as compared to budgets and offers guidance to budget owners.
- Works closely annually with external auditors, preparing and filing Form 990 and audited financial statement for creditors and accreditation.
- Works closely with external auditors annually for 401K and 5500.
- Prepare and file quarterly payroll tax returns.
- Track receivables and initiate contact with customer when warranted.
- Develop annual budget with input from division heads.
- Review and process monthly payroll.
- Work closely with Montgomery Public Schools (lead school in our district) to collect Title IV funds and purchase qualified equipment.
- Develop strategy for potential cost savings or best practices for low cost solutions.
- Works closely with Head of School and administrative leadership in short-term and long-term strategic planning.
- Establishes and maintains strong relationships with staff to identify needs and seek solutions.
- Supervises Business Office Specialist.
- Models behavior that reflects the highest ethical and professional standards.

Trinity Presbyterian School's mission is to glorify God by providing for students the highest quality, college-preparatory education, training them in the biblical world and life view, thus enabling them to serve God in spirit, mind, and body