



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Accounting Manager
Reports to: Chief Financial Officer
Type: Regular, full-time, salaried, exempt
Dates: September 5, 2024

Position Overview

The Accounting Manager is accountable for the accounting operations of St. Andrew's Schools, to include interpreting financial data, the production of periodic financial reports, maintenance of an adequate system of accounting records, payroll, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the reported financial results, and ensure that reported results comply with generally accepted accounting principles.

The Accounting Manager believes in and practices the values of St. Andrew's Schools and works with the Chief Financial Officer to effectuate the school's vision and mission through the administration of accounting and finance functions. The Accounting Manager strives for continuous improvement, applies a proactive and analytical approach to their work, and proposes policies, procedures, and systems to improve the financial and operating conditions of the school. Seeks and implements appropriate best practices advanced through professional accounting, school associations and government agencies at the state and national levels. The Accounting Manager interacts with a wide range of stakeholders including management, faculty, staff, maintenance and custodians, auditors, vendors, human resource service providers, banking and investment professionals, students and parents. This individual will attentively receive information and respond to stakeholders in a timely manner and has a clear and pleasant communication style. The Accounting Manager will embody St. Andrew's Schools core values and professional behaviors.

Essential Duties

- Oversees and manages the daily accounting operations, including supervising and encouraging the ongoing development of the accounting staff.
- Manages and maintains the chart of accounts and related record-keeping of all transactions and assets.
- Ensures that the internal record-keeping is maintained in accordance with applicable accounting standards and accounting policies, procedures, and controls are properly adhered to.
- Manages and facilitates timely month end close, preparation of financial statements, regulatory reporting, and audit schedules.
- Reviews accounts payable invoices and manages the accounts payable system and workflows.
- Work with CFO to analyze cash requirements and create strategy to improve cash flow. Monitor bank balances to maintain sufficient funds for operations.
- Assist Sr. Accountant with the billing/invoicing process through FACTS, Camp Brain, and other receivable systems.
- Manages and reviews accounts receivable aging, collections, and deposits.
- Ensures accurate customer and student records in the various admission and tuition management systems.
- Ensures the accurate recording of restricted and unrestricted revenue and net assets. Coordinate the investment of endowment gifts with bank and investment management companies. Reconcile donations, grants and capital project fund transactions and balances with advancement office.
- Monitors accounting system for errors and research and resolve them on a timely manner.
- Performs monthly bank, investments, and accounts reconciliations.
- Completes monthly GET tax schedules and payments
- Supports preparation of annual budget.
- Prepares and files the annual Form 1099s to the vendors and government agencies.

- Ensures the timely and accurate preparation and submission of the annual financial audit and Form 990 schedules to the CPA firm.
- Performs special projects, as assigned.

Other Duties

This position description is a summary. These responsibilities are not to be considered as detailed descriptions of all duties required by the incumbent to maintain a satisfactory level of work performance. These designations or essential functions are subject to change as needs dictate.

Qualifications

- Education: Bachelor's degree in accounting, finance, business, or related field of study.
- Licenses: CPA, CMA, SHRM, or other related certification.
- Experience: Minimum five years' experience in accounting (non-profit or school environment preferred), experience managing staff, knowledge of state and federal tax laws.
- Technology skills: MacOS, Microsoft Office Suite, Google Office Suite, Sage Intacct, Bill.com, UltiPro, Canvas, PowerSchool, Zoom, versatile with a range of computer and online applications.
- Other skills and qualities:
 - Intermediate to advanced spreadsheet skills.
 - Accurate data entry and excellent proofreading skills.
 - Highly productive and thrives in a high paced environment, adapts quickly to changing priorities.
 - Self-directed and motivated.
 - Excellent time management skills, meets deadlines.
 - Strong interpersonal and communication skills, works well with a team.
 - Able to lift 25 pounds

Hiring Requirements:

- Mandatory background check: Employment is conditional until the successful completion of a background check, which requires the employee to have their fingerprints scanned electronically.
- Online training to prevent child sexual abuse upon hire.
- Recommend COVID-19 and flu vaccinations.
- No relocation or moving assistance.
- Able to report to work onsite each day.

Compensation & How to Apply

Salary: Annual salary up to \$90,000 depending on experience.

Benefits: We offer a generous benefits package including retirement plan, health, prescription, dental, and vision benefits, paid holiday, vacation, and sick leave, flexible spending account, Employee Assistance Program, professional development, tuition remission, group life insurance, parking/bike/bus pass, and statutory benefits.

How to apply: Please email a cover letter and resume addressed to "Members of the Search Committee," employment@standrewsschools.org with the subject line, "Job Application for Accounting Manager." Select candidates should have available three professional references upon request. Applications accepted until the position is filled.

To learn more about our school, please visit www.standrewsschools.org.

About St. Andrew's Schools

For more than 150 years, St. Andrew's Schools has developed tomorrow's courageous and compassionate leaders. In 1867, the great royal Hawaiian leader, Queen Emma Kaleleonalani, a visionary and transformational thinker, established St. Andrew's Priory, the oldest girls' school in Hawai'i. An enduring testament to her towering vision to educate the Hawaiian people, The Priory has become St. Andrew's Schools and grown to include The Prep, a K-6

boys' school, and Queen Emma Preschool (The Preschool), for boys and girls ages two to five.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, practice, creation, and self-reflection. Our emphasis on social emotional, spiritual and cognitive learning sets the stage for children to cultivate healthy habits of mind, body and spirit that positions them to live a life of learning and good health.

Our K-12 education program in downtown Honolulu is the only coordinate school system in Hawai'i. We offer two single-sex schools on the same campus. Our girls (The Priory, K-12) and boys (The Prep, K-6) are educated separately in the classroom yet can socialize together on campus. Coordinate schools recognize that that the social and emotional experiences that children have in schools shapes their learning – and ultimately affects how they think and act. By understanding and embracing the differences between boys and girls, we create the conditions for all students to learn and grow. Our students readily venture past societal expectations or stereotypes to reach their full promise. Students learn deeply, stay curious, are hopeful about the future, and understand how to lead themselves and others with a compassionate and courageous heart.

Equal Opportunity Employment

St. Andrew's Schools is an equal-opportunity employer and makes employment decisions based on merit and business needs. St. Andrew's Schools does not unlawfully discriminate based on race, color, religion, ethnicity, ancestry, national origin, citizenship, veteran or military status, sex, sexual orientation, or gender (which includes gender identity or gender expression), reproductive health decision, pregnancy (including childbirth or related conditions, and lactation/breastfeeding), marital status, age, physical or mental disability, genetic information, taking or requesting statutorily protected leave or other benefits, arrest, and court record, credit history or credit report, status as a domestic or sexual violence victim, or any other basis protected by federal or state laws, regulations, and/or any executive order, except as allowed by law. To learn more about our school, please visit www.standrewsschools.org.