



Ruffing Montessori School

Engage. Emerge. Learn for life.

TITLE: Business/Accounting Manager

REPORTS TO: Director of Finance & Operations

STATUS: Full Time, Exempt/Salaried, 12-month position (in-person)

CORE HOURS: 8:00 am – 4:00 pm, Mon-Fri, 40 hours/week

Working closely with the Director of Finance & Operations, the Business/Accounting Manager is responsible for several business office support functions including accounting, student billing, accounts payable, payroll, employee benefits, and general support of business office matters.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Student Tuition Accounts

- Manage the tuition billing for families in FACTS and QuickBooks Online, and all ongoing maintenance of student accounts;
- Assist with financial aid review process and apply awards to student accounts;
- Reconcile FACTS to QuickBooks Online (monthly);
- Produce monthly receivables aging report for supervisor, initiate past-due account processes, assist with collection of tuition as necessary;
- Process tuition refund insurance claims;
- Process cash receipts – post checks/cash receipts to appropriate student accounts;
- Answer parent inquiries regarding billing, commonly including tax/FSA documentation.

Accounts Payable

- Enter approved payables into QuickBooks Online (weekly);
- Prepare checks for remittance and upload check spreadsheet to bank portal;
- Maintain vendor files (online) and paid invoice files;
- Reconcile school credit card statements (monthly);
- Reconcile accounts payable accounts (monthly).

Payroll

- Submit payroll to payroll service provider in a timely manner (semi-monthly);
- Verify and maintain accuracy of payroll deductions and withholdings;
- File payroll reports with government agencies as required;
- Maintain records and compute pay of substitute teachers;
- Ensure proper maintenance of personnel payroll records;
- Submit annual Worker's Compensation Payroll Report;
- Produce year-end 1099-Misc forms.

General Bookkeeping Tasks

- Prepare bank deposits in a timely manner;
- Review bank account activity on a daily basis with constant vigilance against fraud;
- Generate Budget-to-Actual and Cash Flow reports for Director of Finance & Operations;
- Reconcile bank statements (monthly);
- Record donations and pledges into QuickBooks General Ledger;
- Reconcile donations and pledges with development office records;
- Complete month-end checklist and update depreciation spreadsheet;
- Work with independent CPA on quarterly and annual closings;
- Work with independent CPA and audit firm to complete annual audit filing;
- Assist audit firm in completing Form 990, 5500, 1095-B, and other required filings.

Human Resources/Employee Benefits

- Assist with on-boarding of new employees (new hire forms, benefits, database, etc.);
- Enroll new employees and process changes to employee benefits plans;
- Assist with open enrollment renewal and registration;
- Serve as 403(b) liaison, enroll employees in program, account for employee withholdings and submit payments (both EE and ER) to TIAA (monthly), ensure employee vesting information is current;
- Serve as liaison to third party administrators for employee benefits;
- Ensure COBRA packets are sent to exiting employees.

OTHER ACTIVITIES:

- Any tasks directed by the Head of School or Director of Finance & Operations;
- Assist with morning arrival, carline, crosswalk safety as requested;
- Provide assistance to teachers, students, or parents as needed;
- Attend meetings and school events as requested or required.

QUALIFICATIONS: EDUCATION, SKILLS & EXPERIENCE:

- Bachelor's degree in accounting or finance required;
- 3-5 years payroll and accounts payable experience preferred, ideally in a school;
- QuickBooks Online (or similar accounting software) experience is essential;
- Previous employee benefits experience preferred;
- High degree of computer literacy, excellent customer service skills and service attitude, professional communication skills are necessary;
- Time management skills, keen attention to detail and accuracy are essential;
- Unwavering commitment to confidentiality, legal, and ethical standards required;
- Commitment to Ruffing Montessori School's mission and vision.

Compensation & Benefits:

Annual salary range is \$50,000 - \$65,000 commensurate with qualifications and experience. Benefits include life, health, dental, vision options, paid time off, holidays, 403(b).

To Apply:

Send resume and letter of interest to employment@ruffingmontessori.net. No phone calls.

Feb 2025