



For Faith, Scholarship and Community

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## MARQUETTE UNIVERSITY HIGH SCHOOL

**Job Title:** *Accounting Manager*

**Job Start Date:** *May 19th, 2025*

**Application Closing Date:** *until filled*

**FLSA Status:** *Salary, Full-Time*

### **SUMMARY OF THE POSITION:**

This position performs and oversees the school's general accounting activities. It is responsible for maintaining the general ledger, preparing financial reports, performing month-end and year-end closings, completing audit preparations, and supporting budget activities. It involves the supervision of activities related to accounts receivable, accounts payable and payroll.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise the work of the Payroll Specialist and Accounting Assistant which includes payroll processing, cash receipt entry, bank reconciliations, accounts payable, preparation of daily bank deposit, processing of accounts payable and the maintenance of student billing accounts.
- Serve as the liaison to the school's bank regarding day-to-day operations.
- Prepare financial statements and special reports to provide to the school's bank on a quarterly basis and as needed.
- Completes the preparation of external audit materials required for financial statements, 401(k) plan and Milwaukee Parental Choice Program audits.
- Obtain and maintain a thorough understanding of the school's financial reports, general ledger structure, accounting software, and budgeting process.
- Generate annual electronic student enrollment contracts and secure parent signatures.
- Advise Business Office staff on the handling of non-routine reporting transactions.
- Respond to inquiries from other departments regarding financial results and special reporting requests.
- Develop and implement new school accounting procedures to increase productivity and the efficient use of resources while maintaining accuracy.
- In collaboration with the Director of Finance, manages the yearly budgeting process.

**QUALIFICATIONS:**

- A bachelor's degree in accounting, finance, or a related field is a required
- CPA or CMA certified preferred
- Minimum of 5-10 years of experience in an accounting or finance related role
- Understanding of internal controls and risk management principles
- Strong analytical and problem-solving skills are necessary for managing financial data and identifying potential issues

**SUPERVISION RECEIVED:**

This position is supervised by the Director of Finance.

**WORKING ENVIRONMENT:**

This is a 12-month position. This position may require occasional evening work to accommodate meeting schedules. Additional hours during the year-end audit may be required. This position involves the use of computers and office equipment.

**HOW TO APPLY:**

If you are interested, please email your cover letter, resume, and contact list of references to the Human Resources Manager, Sara Christensen, at [christensen@muhs.edu](mailto:christensen@muhs.edu).