

Providence High School is a diverse, mission-inspired community dedicated to preparing young people to thrive in a rapidly changing world. As an independent Catholic school in Burbank, California, we promote the common good and foster a culture of impact to fulfill our mission to be “steadfast in serving all, especially those who are poor and vulnerable.” Providence serves an ethnically diverse student population who live within 75 different zip codes.

Founded by the Sisters of Providence in 1955, Providence High School is the only school in the country that is part of a multi-state health care system. We are governed by an independent Board of Regents and accredited by the California Association of Independent Schools (CAIS), the Western Association of Schools and Colleges (WASC), and the Western Catholic Education Association (WCEA). Other memberships and affiliations include the National Association of Independent Schools, Independent School Management, SoCal People of Color in Independent Schools, California Teacher Development Collaborative, and Making Caring Common of the Harvard Graduate School of Education.

POSITION TITLE:	Accounting Manager
REPORTS TO:	Controller
SUPERVISES:	Accounting Supervisor
FLSA STATUS:	Exempt
PURPOSE OF THE POSITION:	Support the Controller and Director of Finance in managing the operations of the accounting department of the High School.
MAJOR RESPONSIBILITIES:	<p>The Accounting Manager is responsible for oversight of general accounting while troubleshooting and resolving issues related to underlying accounting data as they arise, managing the General Ledger system, oversight of balance sheet account and other reconciliations.</p> <p>Essential Duties and Responsibilities include the following:</p> <ul style="list-style-type: none"> • Supervise general accounting, manage monthly balance sheet account reconciliations, and accounts receivable functions. • Ultimate responsibility for the Accounts Payable function. • Oversee/perform various balance sheet reconciliations. • Oversee daily transactions, including general ledger activities, including daily cash/bank reconciliations. • Manage all aspects of problem resolution related to the general ledger. • Assist the Controller with monthly and annual internal and external financial reporting; organize financial data into useable information and maintain updated records. • Monitor daily performance of the accounting team. • Monitor compliance with accounting policies and procedures.

	<ul style="list-style-type: none"> • Assist Controller with annual Audit and Tax related work, including preparing supporting documents for required external and internal filings and reports. • Assist with departmental annual budgeting. • Identify ways to streamline and improve accounting processes and controls. • Assist with technological innovation, helping to adopt new systems or features for improved efficiency and process workflows. • Other duties as assigned by management.
QUALIFICATION REQUIREMENTS:	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Demonstrated ability to manage, lead, and motivate staff. • Excellent interpersonal and communication skills with the ability to work collaboratively across diverse teams. • Demonstrated ability to understand priorities, meet deadlines and understand when to escalate issues. • Strong understanding of accounting principles, financial controls, and compliance standards, and laws and regulations where applicable. • Ability to explain financial data in a clear, straightforward language. • Attention to detail and accuracy. • Exceptional organizational skills with the ability to manage multiple priorities and deadlines with the ability to be flexible with changing priorities and requirements. • Ability to work independently. • Commitment to the mission, vision, and values of Providence High School.
EDUCATION / EXPERIENCE:	<ul style="list-style-type: none"> • Bachelor's Degree in Accounting, Finance or Business Administration • Minimum 3 years of experience in a supervisory role • Not-for-Profit, education or related experience preferred • Blackbaud Financial Edge NXT experience a plus.
SALARY RANGE:	\$80,000 - \$110,000
TO SUBMIT AN APPLICATION:	
Please click this link to upload your application, including the following documents:	

- <https://providencehigh.formstack.com/forms/applicationdocs>
- Cover letter explaining both interest in and qualifications for the position.
- Resume or CV
- Names, e-mail addresses, and telephone numbers of at least three references. References should include at least two direct supervisors.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of employees so classified.

Work Environment: At Providence High School, equity, inclusion, and social justice are core to our mission. We are proud to be an equal opportunity workplace and embrace difference for the benefit of our students, families, faculty, and staff. Our goal is to create a diverse learning community where every employee is known, cared for, supported, and retained. As such, Providence is committed to maintaining a responsive and inclusive workplace free of discrimination, harassment, violence, and any other abusive conduct. Mindful of our mission to be expressions of God's healing love, we employ and support people of any race, ancestry or national origin, gender, gender expression, gender identity, sex, sexual orientation, marital status, age, religion, disability, veteran or military status, citizenship, or any other applicable legally protected status with all the rights and privileges generally accorded or made available to all employees of the school.