



## **Position Description**

### **Accounting Manager**

**ARCHBISHOP WILLIAMS HIGH SCHOOL, INC.**

**Braintree, Massachusetts**

### **OUR SCHOOL:**

Archbishop Williams High School, located at 80 Independence Avenue in Braintree, MA opened in 1949. We are part of a Christian community that integrates learning with faith and focuses on developing the whole person. The school derives its name from the Most Reverend John Williams (1822-1907), first Archbishop of Boston. Archbishop Williams is credited with the development of the parochial school system in Boston.

### **OUR SCHOOL'S MISSION:**

Archbishop Williams High School is an independent, Catholic, college preparatory, grades 7-12 school. We endeavor to educate young men and women spiritually, intellectually, ethically, and physically. Driven by the love of Christ, in the tradition of the Sisters of Charity of Nazareth, we integrate learning with faith. We strive to graduate socially aware, morally responsible citizens prepared to succeed and to serve their local and global communities

## **Accounting Manager**

The Accounting Manager oversees the school's daily financial operations and internal controls, ensuring the accuracy, integrity, and timeliness of all financial records and reports. This role is responsible for managing accounting methods and procedures in compliance with applicable accounting standards and regulatory requirements, while directly supporting the school's educational mission

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## **Reporting Structure**

This position reports directly to the Chief Financial Officer (CFO).

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## **Key Responsibilities**

### **Financial Operations and Reporting**

- Manage daily accounting functions, including accounts payable, accounts receivable, payroll, and cash management.
- Oversee month-end and year-end close processes, including complex general ledger and bank reconciliations.
- Prepare, analyze, and present monthly, quarterly, and annual financial statements and reports for senior leadership and the Board of Trustees.
- Develop, document, and monitor internal control systems to safeguard school assets and financial data.
- Support the annual budgeting process in collaboration with the CFO and provide analysis of budget-to-actual variances.
- Manage all aspects of student accounting, including tuition billing, financial aid awards, collections, and customized payment plans, in coordination with Admissions and Advancement.

### **Compliance and Audits**

- Ensure full compliance with Generally Accepted Accounting Principles (GAAP) and applicable non-profit accounting standards.
- Serve as the primary liaison for the annual external audit, preparing schedules, documentation, and responding to auditor inquiries.
- Track and manage grant-related funds, ensuring expenditures align with grant budgets and regulatory requirements.

## **Team Leadership and Collaboration**

- Promote a culture of accountability, accuracy, and continuous process improvement within the business office.
  - Collaborate with department leaders (including Advancement, Admissions, Athletics, and Facilities) on cross-functional financial initiatives.
  - Communicate complex financial information clearly to non-financial stakeholders.
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## **Qualifications**

### **Education and Experience**

- Bachelor's degree in Accounting, Finance, or a related field required; CPA or MBA preferred.
- Minimum of five years of progressively responsible accounting experience, preferably in a non-profit or educational environment.
- Demonstrated experience with fund accounting, financial reporting, and grant management.

### **Skills and Competencies**

- Advanced proficiency in accounting systems (e.g., QuickBooks, FACTS) and Microsoft Excel.
- Exceptional analytical and organizational skills with strong attention to detail.
- Strong written, verbal, and interpersonal communication skills.
- Ability to handle confidential financial and student family information with discretion.
- Proven leadership abilities, including staff supervision and cross-functional collaboration.
- Commitment to the mission and values of the non-profit high school.

## **NOTICE OF NON-DISCRIMINATION:**

Archbishop Williams High School, Inc. is an equal opportunity employer and will consider applicants for all positions equally without regard to their race, sex age, color, national origin, or disability in accordance with applicable laws.

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Interested candidates are invited to submit a resume and letter of interest to the Office of the President. Application materials may be sent by contacting Maura Gilmartin, Assistant to the President, at [mgilmartin@awhs.org](mailto:mgilmartin@awhs.org)

Salary range: \$65-\$90K

Flexible hours/hybrid or remote options will be considered.

