

**POSITION POSTING
ACCOUNTS MANAGER
May 2026**

OUR SCHOOL

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 200 employees.

Gova faculty and staff are committed to creating and cultivating an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, find and use their distinctive voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds.

Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

POSITION SUMMARY

The Accounts Manager operates as part of a six-person Business Office team, closely partnering with the Director of Finance and the existing Accounts Manager to collectively oversee the Academy's day-to-day financial operations. The Accounts Managers work collaboratively in an integrated capacity to manage both Accounts Payable and Accounts Receivable / Student Billing to provide a seamless financial operation.

The Accounts Managers play a vital role in maintaining the integrity of the Academy's financial operations through a "four-eyes" approach to accuracy and internal controls. Together, the positions are responsible for student billing, cash activity, accounts payable and account reconciliations, as well as general ledger oversight and compliance with financial control and institutional policies.

The role offers the opportunity to work in a mission-driven school environment, partnering with colleagues across multiple departments -- including Admissions, Advancement, Financial Aid, and IT -- to provide highly responsive and consistent service to families, vendors, and staff. The ideal candidate is an organized, proactive, and service-oriented professional who thrives in a high-communication, shared-responsibility model and is eager to take collective ownership in a collaborative, high-functioning team.

This is a full-time, exempt position reporting to the Director of Finance.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Oversee student billing and receivables, including tuition, fees, and related charges. Ensure the accuracy of student accounts across systems, support payment processing and reconciliation, and partner with families to address billing questions and payment arrangements. Monitor outstanding balances and support collection efforts in alignment with Academy policies.
- Manage the full accounts payable cycle, including vendor setup, invoice processing, and payment execution. Maintain accurate vendor records, respond to inquiries, and ensure timely payments while supporting efficient workflows and adherence to internal controls.
- Oversee daily banking activity, including deposits, wires, and cash receipts, ensuring all transactions

are accurately recorded and reconciled. Maintain bank account reconciliations, monitor cash activity, and support strong internal controls around the handling of funds.

- Maintain the accuracy and integrity of the general ledger through regular reconciliations of bank accounts, student accounts, and key balance sheet accounts. Prepare and post journal entries and support month-end and year-end close processes.
- Maintain and support financial and student information systems, including Blackbaud and Veracross, ensuring accurate data flow and system alignment. Partner with Information Technology and external vendors to troubleshoot issues and improve processes.
- Assist in the preparation of monthly financial reports and year-end audit materials. Maintain organized documentation and ensure compliance with accounting standards and internal policies.
- Support the administration of the corporate credit card program, including monitoring transactions, ensuring timely reconciliations, and promoting adherence to institutional policies.
- Work closely with departments across campus to ensure accurate financial information, including coordination with Admissions on enrollment data, Advancement on gift processing, and other offices as needed. Provide responsive, service-oriented support to colleagues and families.
- Support Business Office operations and contribute to process improvements, special projects, and other institutional priorities as assigned.

QUALIFICATIONS

- Bachelor's degree in Accounting or Finance preferred
- 3–5+ years of relevant experience in accounting, billing, or financial operations, preferably in a nonprofit or educational setting
- Working knowledge of general accounting principles (GAAP); nonprofit experience preferred
- Experience with financial and student information systems (e.g., Blackbaud, Veracross) strongly preferred
- Strong attention to detail, organizational skills, and ability to manage multiple priorities
- Excellent communication and customer service skills, particularly in working with families, vendors, and colleagues
- High level of discretion and ability to manage confidential financial and student information

SALARY RANGE

\$70,000 - \$80,000 per year. Please note that the quoted salary range is not a guarantee of what the final salary offer might be. Variables include years of work experience, industry-specific experience, education level, etc.

HOURS

- Monday – Friday, typically 7:30 am to 4:00 pm.
- Eligible to work from home based on flexible work schedule policy.
- Occasional evening, weekend, or peak-period work may be required during enrollment (March), fiscal year-end cycles (July & August), and opening of school registration (September).

SUPERVISION RECEIVED

This position reports primarily to the Director of Finance as well as to the Chief Financial Officer

WORK ENVIRONMENT

- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- Successful completion of a criminal records background check.
- The Governor's Academy is a non-smoking campus.

To apply for the Accounts Manager position, please click [here](#).

STATEMENT OF SCHOOL VALUES

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Academy are based on merit, qualifications, and skills.

The Academy is committed to a policy of non-discrimination for all employees and qualified applicants and strives to promote equity in all areas of employment. The Academy is committed to ensuring that employment decisions are made without regard to race (including traits historically associated with race, such as protective hairstyles), color, sex, pregnancy, childbirth or related medical conditions, age, religion, national origin, ancestry, sexual orientation, gender identity, physical or mental disability, veteran status, military service, application for military service, genetic information, or any other characteristic protected by applicable law ("Protected Characteristics"). The Academy will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.

This commitment is evident in all aspects of our employment practices and policies, including recruiting, hiring, selection, job assignment, promotion, compensation, discipline, termination, and access to benefits and training.

Any employees or qualified applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Office. Employees can raise concerns and make reports without fear of reprisal. Retaliation against an individual for making a good faith report of discrimination is unlawful and is strictly prohibited by the Academy. Anyone found to be engaging in any type of unlawful discrimination or retaliation in violation of this policy will be subject to disciplinary action, up to and including termination of employment.