



Job Description: Accounting Manager

Position Overview

Summary: This is an administrative position that reports directly to the Director of Finance. This position is responsible for maintaining a proactive and efficient approach to General Accounting and executing day-to-day human resources administration under the oversight of the Senior Accountant.

Essential Duties & Responsibilities

Administrative Responsibilities

- Supervise accounting staff and oversee daily accounting tasks
- Approve personal time off for accounting staff
- Annual Evaluation of accounting staff
- Review and approve accounting staff's journal entries
- Review monthly reconciliations

General Accounting & Other Responsibilities

- Set- up and initiate wires/ACH payments
- Review ACH transactions
- Review AR & AP credit memos
- Review credit card refunds
- Oversee Vendor Master File; inactivate non-current vendors
- Provide oversight and guidance of the Annual & Capital contribution
- Prepare Contribution PV & Allowance Analysis
- Prepare monthly and yearly cash flow analysis
- Assist in the preparation of the Contribution and other audit notes
- Verify and update ACH Vendors and Payees (reconcile to bank list)
- Execute Bank transfers, Line of Credit loans and re-payment and investment deposits (with proper approvals)
- Maintain Proper Bank Account Balances
- Update bank account signature forms
- Update Purchasing Organization Chart, WebPortal, GL reports and Divvy accounts
- Update Microsoft Planner tasks for department



CHRISTOPHER COLUMBUS

A Marist Brothers High School 1958



- File Unclaimed Property Report annually and look for unclaimed funds for the school
- Assist with General Insurance applications and questionnaires
- Assist VP of Finance with budget variance review and resolution
- Assist VP of Finance with monthly closings and reporting
- Provide support to the VP of Finance
- Provide documentation and support to the Auditors as directed by the VP of Finance
- Maintain Business Office Petty Cash and audit Petty Cash of other departments (semi-annually)

Human Resources Oversight

- Oversee the Accounting Manager's execution of day-to-day HR administrative responsibilities, establish priorities, and monitor completion of required tasks and deadlines.
- Review employee records and periodic HR file audits for accuracy, completeness, and confidentiality; ensure missing documentation and record issues are addressed.
- Oversee HR information system (HRIS) record maintenance and reporting to support accurate employee information.
- Review payroll support activities, employee payroll discrepancies, and W-2 preparation support; coordinate resolution of issues requiring additional review.
- Review reconciliations of benefit invoices, payroll deductions, and employee enrollment records for health, disability, and retirement plans; monitor resolution of discrepancies with providers.
- Oversee onboarding, new hire orientation, benefits enrollment, qualifying life-event changes, and annual open enrollment to ensure timely and accurate administration.
- Provide guidance on routine employee and applicant questions about policies, benefits, and hiring processes; refer complex or sensitive matters to the appropriate school leadership.
- Review routine HR reports, monitor administrative deadlines, and coordinate documentation for HR audits and related projects.

Additional HR Skills & Experience

- Prior experience in HR administration, payroll, or employee benefits is preferred.
- Ability to learn payroll systems and HRIS applications, reconcile records accurately, and manage competing deadlines.
- Strong written and verbal communication skills and the ability to handle sensitive employee matters with tact and professionalism.



CHRISTOPHER COLUMBUS

A Marist Brothers High School 1958



To apply, please email your resume and a brief cover letter to search@columbushs.com. Include any relevant professional certifications and indicate the position you are applying for in the subject line.