



## Accounting Manager

Partnerships to Uplift Communities (PUC) is a non-profit charter school management organization designed to significantly increase college entrance and graduation rates for underserved students in Los Angeles and the San Fernando Valley.

Our mission at PUC Schools is to develop and manage high quality charter schools in densely populated urban communities with overcrowded and low achieving schools. We create school programs and cultures that result in college graduation for all students. We uplift and revitalize communities through the development of educational and other supportive partnerships.

### Job Purpose

The Accounting Manager is responsible for the oversight of all finance, accounting and reporting activities. The Accounting Manager will be involved in supporting the day-to-day finance operations of a budget and will work closely with the senior leadership team.

### Essential Duties and responsibilities, listed but not limited, below:

- Directs and oversees accounting activities for PUC organization and schools.
- Directs and prepares all financial statements in accordance to GAAP.
- Prepares quarterly and annual compliance reporting to government regulatory agencies
- Oversees the budget preparation process and actively involved with the management of budgets.
- Oversees the annual financial and governmental A-133 audits – which would include work paper preparation, liaison with auditors and understanding of the governmental programs.
- Oversee financial aspects of grant reporting – for both governmental and private grants.
- Serves as a fiscal liaison to LAUSD, LA County, State and Federal Agencies.
- Manages and mentors the accounting staff to ensure efficiency, compliance and proper internal controls.
- Accounting process management, including general ledger, accounts payable, and payroll.
- Ensure internal controls are properly implemented and followed.
- Works with banks and/or investment bankers to raise additional capital.
- Monitor loan covenants.
- Review and post journal entries.
- Prepare financial ratios and reports for Board of Directors, CEO and Director of Finance.
- Work with principals and other executives to ensure financial information is properly communicated.

### Experience, Education & Skills Qualifications

- Candidate must have at least a Bachelor's degree in Finance or Accounting. A Master's degree in Finance or Accounting is highly desired. CPA is a definite plus.
- The candidate must have at least 7+ years experience in a management position in the accounting area.
- The candidate must have good computer skills, especially with excel.
- The candidate must be knowledgeable about GAAP and have budget and project accounting experience.

**DISCLAIMER:** This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.



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- Non-profit accounting experience would be valuable but not a must. However, should have understanding of non-profit GAAP accounting.
- The candidate must have multi-entity experience.
- Good written and oral communication is required

## Salary & Benefits

- Salary will commensurate with experience.
- Full benefits and additional optional benefits are offered (medical, dental, vision, life, disability, etc.).
- Vacation & sick time provided.
- Ongoing Professional Development.

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