



JOB DESCRIPTION

Accounting Manager

SUMMARY

Under general direction, the Accounting Manager is responsible for ensuring the integrity of financial data and is a champion of continuous process improvement to enhance accounting and internal controls, financial systems, accounts payable and receivable functions, cash management, and managing relationships at various levels within the organization. This is a self-directed position requiring the ability to interpret and apply complex accounting standards in accordance with generally accepted accounting principles, charter school finance standards, not-for-profit compliance, capital accounting, and other applicable laws and regulations. This position will provide financial guidance and support to other school sites and uphold the mission and vision of The Classical Academies.

ESSENTIAL DUTIES

- Supervise, plan, organize, coordinate, train, review and evaluate assigned employees and prepare an annual evaluation of each employee
- Prepare the calculation, recording, and adjustment of journal entries
- Oversee accounts payable and receivable functions, reviewing transactions for correct coding, adequate documentation, and proper approvals
- Oversee vendor management, 1099/sales and use tax reporting, and ensure timely payment to vendors
- Oversee monthly close process for all school sites, including reconciliation of local bank accounts, County Treasury accounts, FSAs, HRAs, and Bond accounting
- Implement systems and internal control procedures to ensure accurate and timely recording of revenues, expenditures, liabilities, and fund balances
- Lead the preparation and reconciliation of year-end accruals, ensuring transactions are recorded in the appropriate accounting period and entity records, including reconciliations of subsidiary records and intercompany transactions
- Initiate and lead financial process improvement efforts to ensure operational effectiveness and efficiency



- Administer the NetSuite Financial system and coordinate integrations with procurement, payroll, accounts payable, and other subsystems; Ensure goals/milestones are met
- Communicate positively and effectively with school management team, other administrators, personnel, and outside consultants/contractors
- Be active on the customer service front and be quick and accurate with communication
- Research accounting topics and related legal issues for the purpose of evaluating compliance requirements and potential implications on organization wide operations
- Ensure proper maintenance, filing, and storage of complete financial records
- Assist the Controller with external audits, including financial, compliance, and performance audits for all school sites and bond programs
- Support the tracking and monitoring of school budgets as assigned
- Prepare periodic reports for the purpose of meeting compliance requirements and/or providing supporting materials for requested actions
- Review and verify accounting data and documents to ensure accuracy, completeness and compliance with policies and procedures, prepare journal entries as needed
- Manage the comprehensive record of The Classical Academies' fixed assets
- Ensure the maintenance of required records, files and documents for audit trails, support the annual audit process
- Perform related duties and responsibilities as required

EMPLOYMENT STANDARDS & QUALIFICATION

Basic Knowledge:

- Knowledge of SACS (Standardized Account Code Structure) and Generally Accepted Accounting Principles (GAAP)
- Knowledge of accounts payable, accounts receivable, and fund accounting
- Knowledge of the organizations policies and procedures, principles of training and supervision
- Maintains proper internal controls and enforcement o policies and procedures
- Knowledge of school budgeting, accounting analysis, and research techniques



Interpersonal Skills:

- Ability to supervise employees and programs to advance the mission of the organization
- Ability to work independently and maintain effective working relationships with all levels of employees and the public
- Interpersonal skills using tact, patience, and courtesy
- Deadline-oriented and ability to manage and prioritize multiple tasks
- Ability to perform administrative work with accuracy and efficiency
- Ability to gather and analyze data, draw logical conclusions, and make appropriate recommendations on a timely basis
- Attention to detail and organizational skills for productive office operation
- Proactive and creative with the ability take ownership of assigned projects
- Ability to communicate clearly orally and in writing
- Have a passion for helping people and always trying to do the right thing for employees and the organization
- Demonstrate the ability to learn quickly and understand specific tasks, their purpose, and how they fit into the “big picture”
- Special projects as needed

Qualifications:

- Bachelor’s Degree in Accounting or closely related degree is required
- Three years of supervisory work experience related to job function
- 5+ years strong accounting and/or accounts payable experience preferably in a school district or charter school setting with NetSuite experience
- General knowledge of nonprofit organizational practices is preferred
- A professional demeanor with an aptitude for analytical thinking and problem solving
- Advanced Excel skills

Work Environment: The usual and customary methods of performing the job functions require the following physical demands: sitting, standing and walking. Physical actions may include: lifting, carrying, pushing and/or pulling of items less than twenty-five pounds; occasional kneeling, crouching, bending and reaching. The job requires regular daily use of computer keyboard, mouse and other basic technological devices. The job is performed regularly indoors at a desk; subject to moderate student, campus and



environmental noise; subject to daily interaction with employees. This position carries the expectation of being in-person on work premises.

EMPLOYMENT TERMS

The essential duties, employment standards, and qualifications are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position. The information contained in this job description is to provide an understanding of the position's main functions and is not intended to be an all-inclusive list of job duties.

The Classical Academies is an equal opportunity employer. Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, religion, color, sex, gender identity and expression, sexual orientation, pregnancy, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable laws, except where bona fide occupational qualifications exist. As per the school charter, all employment with The Classical Academies is considered **at will**. This means that both employees and The Classical Academies have the right to terminate employment at any time, with or without advance notice, and with or without cause.

Eligibility for benefits starts the first of the month 60 days after the date of employment for all new full time employees. Available benefits include: medical, dental, vision, and retirement (State Teachers Retirement System or Public Employees Retirement System). The school will provide a match on all employee contributions into the STRS or PERS program based on the current contribution rates established by California budget legislation.

Exempt employees are expected to attend all professional obligations, whether or not performed within the normal business day. For more details, see pages 28-30 of the Employee Handbook.

The Classical Academy, Coastal Academy, and Classical Academy High School do business as The Classical Academies. The Classical Academies may refer to one or all of the charter schools, as well as additional sites such as: Classical Academy Vista, Classical Academy Middle School, Classical Academy Online and Coastal Academy High.



Accountability: CFO or Assigned Administrator

Job Classification: Exempt

Starting Salary: \$70,000-85,000 DOE plus Excellent Benefits

Last Revised: 8/12/2022

THE CLASSICAL ACADEMIES HUMAN RESOURCES

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