

Cary Christian School Position Description

Position Title: Financial Accounting Manager
Reports to: Director of Finance & Operations (DFO)
Department: CCS Administration
Full/Part Time: 30-40 hours per week



Job Summary

The mission of Cary Christian School (CCS) is to provide students an excellent classical education founded upon a biblical worldview. The Financial Accounting Manager supports this mission by supporting the DFO in all aspects financial management consistent with the CCS defined policies, practices, budget, the Board approved Policy Governance Manual, and GAAP.

Specific Responsibilities

1. Work with the CCS DFO to define, document, execute, and maintain the formal CCS financial processes. Ensure they are in compliance with any governmental and GAAP requirements.
2. Provide financial accounting management and leadership to the CCS Business Office staff in the execution of the overall financial processes per GAAP requirements, as directed by the CCS DFO.
3. Provide management and support for the preparation and execution of the formal financial audit, financial statements, and tax return as directed by the CCS DFO.
4. Management, execution, and implementation of the monthly payroll processing plan. This includes CCS employee check processing and distribution and subsequent updates to the CCS financial system (QuickBooks).
5. Primary contact with the CCS payroll processing provider to identify and resolve any payroll processing issues and problems.
6. Primary contact in managing and completing any governmental requests for financial or financial related information.
7. Keep the DFO informed of any financial accounting issues, problems, and concerns immediately.

Position Requirements

- B.S. in accounting or business
- CPA experience preferred but not required.
- Previous financial accounting experience.
- Good oral and written communication skills.
- Good planning and organizational skills.
- MS Office skills (Word, Excel, PowerPoint).
- Experience with computer and internet based systems.