



Position Description

Accounting Manager Position

Mission Statement

Oakland Catholic High School is a Christ-centered, college preparatory school for young women of diverse backgrounds. The Oakland Catholic community is committed to an environment that promotes spiritual formation, excellence in education, a wide range of activities and athletics, and service to others. Formed under the patronage of St. Joan of Arc, Oakland Catholic is dedicated to teaching young women to lead lives of faith, courage and commitment as they lay the foundation for their future as responsible and respected global leaders.

Accounting Manager Position Overview

The Accounting Manager Position is a full-time position and works with the school's Accounting Associate in a collaborative and supervisory manner. The Accounting Manager reports directly to the Director of Finance/CFO.

Specifically, the Accounting Manager in the Business Office of Oakland Catholic High School oversees, manages, and monitors daily operations and internal controls. The Accounting Manager provides overall quality assurance over the financial operations of the school. It is the responsibility of the Accounting Manager to ensure that accounting methods, policies, and procedures are adhered to in daily operations, and that fiscal integrity over the school's general ledger and supporting subsidiary records is maintained.

The ideal candidate possesses a commitment to and understanding of Catholic education, good communication skills, and strong organizational skills. A background in accounting is required. An ability to engage personally is important. The individual is expected to be enthusiastic about the school, its promotion, and all-girls Catholic education.

Reports to: Directly to the Director of Finance/ CFO of Oakland Catholic High School and indirectly to the school President

Status: Exempt, full-time

Responsibilities

- Provide direct supervision of the Accounting Associate on daily operations, including but not limited to, daily cash operations (receipts/ disbursements) and student family correspondence.
- Oversee the month and year end close process.
- Oversee student accounting function, building/maintaining tuition plans, collections, and the management of financial aid awards.
- Understand the role of the Business Office with respect to Admissions and student retention.

- Review and assess FACTS family aid applications to ensure equitable allocation of tuition assistance funds; consult with CFO as needed and for ultimate approval from pre-approved standards.
- Work with Advancement Office in generating / validating annual tuition statements.
- Manage all facets of the Financial Aid appeal process.
- Restructure tuition / financial aid packages as family circumstances change.
- Customize payment plans to address family needs, without impacting school financial accountability.
- Perform all financial account reconciliations to general ledger, included but not limited to, PNC, FNB, and Wells Fargo. (Review and approval will continue to reside with CFO.)
- Prepare and maintain all payroll skeletal files for personnel, including new hires, terminations, retirements, and VESI paperwork.
- Perform monthly review of all balance sheet accounts, focusing on financial statement propriety; potentially perform a periodic statistical review on P&L accounts.
- Directly participate in audit preparation and management during field work.
- Assist CFO as needed in annual budget process.

Position Requirements

- Accounting Degree required – MBA/CPA a plus.
- Minimum 5 years of experience in corporate accounting culture or in public accounting with ability to quickly ramp up into operations.
- Strong grasp of role in technology in this position with capacity to quickly learn new programs and applications.
- Hands-on experience with a variety of applications and systems strongly preferred.
- Ability to adhere to strict confidentiality policies.
- Excellent interpersonal skills to work with both internal and external customers.

Working Conditions

- Position is a full-time, year-round position at Oakland Catholic High School that will require presence at select admissions and/or financial aid events.
- Office space provided and equipment needed to perform job.
- Laptop is also provided.
- Excellent work/life balance.
- Salary commensurate with qualifications and experience.