



Accounting Manager

Founded in 2000, Trinity Episcopal School is an independent, co-educational school of more than 435 students in grades K-8. Situated on an urban campus in the Garden District of Charlotte's First Ward neighborhood, TES capitalizes upon the vibrant Center City as an extended classroom for cultural enrichment, hands-on learning, and opportunities to serve the community.

A mission-driven school, Trinity is dedicated to three equally valued and thoroughly intertwined goals: *creating scholars, nurturing spirituality, and embracing diversity*. TES is a place of pride and passion, where teachers and students are fully engaged. Trinity's constructivist curriculum challenges students to academic excellence and seeks to maintain the curiosity found in young learners. In keeping with the Episcopal educational tradition, spiritual development is integral to the Trinity experience and is reflected in regular opportunities for community worship and a comprehensive service-learning program. The founders of Trinity Episcopal School sought to create a student body that would reflect the population of the Charlotte metropolitan area, and it is comprised of a diverse community of learners who learn together with a mutual sense of belonging, respect, and acceptance. Trinity is populated by a rich variety of people from diverse racial, ethnic, religious, and socioeconomic backgrounds. This intentional pluralism is a hallmark of Episcopal schools that Trinity has embraced since its founding. Additionally, Trinity has established an honor code that holds students to the highest standards of integrity and personal conduct.

Trinity Episcopal School is seeking an Accounting Manager effective immediately. This full-time, twelve month employee reports to the Chief Financial Officer and is responsible for overseeing the general accounting and financial reporting functions, including general ledger, payroll, accounts receivable, and accounts payables. The position is responsible for implementing and maintaining a system of internal controls that will ensure that all company assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies and GAAP. This position also plays a major role in financial analysis of the schools operations. The Accounting Manager manages two part-time accounting staff members. The Accounting Manager supports the work of the School by promoting the mission, values, and policies of Trinity Episcopal School.

Job Description

Primary Responsibilities: The Accounting Manager's primary responsibilities include the following:

- Oversees the general accounting function, which includes general ledger accounting, fixed assets, capital expenditures, cash management/reconciliation, financial reporting and balance sheet management.
- Remain up-to-date on accounting pronouncements and analyze their impact on the schools financial reporting.
- Lead the monthly and annual accounting close process.
- Create and maintain accounting policies and procedures that inform accounting and financial business practices across the organization.
- Ensure that policies and procedures (internal controls) are in place to provide reasonable assurance that the school's assets are protected.
- Responsible for adequate design and documentation of internal controls and segregation of duties.
- Ensures that the company financial records are timely maintained and in compliance with company policies and GAAP.

- Lead preparation of schedules and work papers for annual audit and IRS Form 990 and prepare annual financial reports in collaboration with audit firm. Is further responsible for the implementation of agreed upon recommendations from audit findings.
- Supervise the annual retirement plan
- Responsible for all regulatory reporting including: quarterly and annual bank covenant calculations.
- Monitor the schools cash balances and make internal transfers to maintain sufficient liquidity to ensure that the school can satisfy its payment obligations.
- Research and recommend short-term investment strategies consistent with the school's objectives.
- Analyze business and financial data to make informed decisions and recommendations about school operations.
- Create financial models based on analysis to support organizational decision making.
- Assist with monitoring annual financial operating results and investigating any variances.
- Assist with preparation of the annual budget.
- Prepare routine and ad hoc financial statements that meet Administration and Board needs.
- Assist with the preparation of various industry/professional group surveys.
- Responsible for all aspects of payroll and benefits administration to include:
 - Monthly payroll preparation and related journal entries
 - Benefit enrollment data entry and updates
- Other duties as assigned.

Qualities and Alignment to Trinity's Mission and Core Values

The successful candidate will have the following qualities:

- Familiarity with and a commitment to the mission of independent schools and Trinity Episcopal School, and a commitment to our three primary values of scholarship, diversity, and spirituality is a must
- A love for students and a willingness to go above and beyond in the best interests of students
- Integrity, sound judgment, self-confidence, maturity and a sense of perspective
- A high level of energy and ability to work on multiple tasks/projects
- Ability to model, promote, and provide opportunities for students to live into the Trinity Honor Code
- Demonstrated sensitivity to students, faculty, and staff of varying racial, ethnic, religious, gender, cultural, disability, sexual orientation, and socioeconomic backgrounds

Education and Work Experience

- Bachelors degree required (accounting or business administration preferred).
- Three or more years of related experience required.
- Team leadership required in traditional business accounting responsibilities.

Strong preference:

- CPA designation.
- Independent school experience.
- Not-for-profit accounting experience.
- Experience with Blackbaud and FACTS

Skills and Qualifications

- Leader of teams with business objectives and/or productivity improvement goals.
- Confidence when dealing with people: students, direct reports, peers, colleagues, parents, auditors, attorneys, professional service providers, and boards.
- Leader of cross-discipline projects.
- Self-starter, decision maker, problem solver, and analyst.
- Detail oriented, but strategic thinker.

- Manage concurrent tasks and responsibilities.
- Exposure to back-office software solutions serving accounting and financial needs.
- Excellent oral and written communication skills.
- Remain well organized. Meet deadlines.
- Prolonged periods sitting at a desk and working on a computer.
- Meet physical requirements of the position.