



Reid Temple Christian Academy

Position – Accounting Manager
Salary Range - \$85,000 - \$95,000

Overview:

Reid Temple Christian Academy is in Glenn Dale Maryland and serves around 225 students from Pre-K through grade eight. We are seeking a highly motivated and experienced Accounting Manager to join our dynamic team. The ideal candidate will be pivotal in providing leadership and oversight of the academy's financial operations. This position reports to the RTCA Principal and Reid Temple Church CFO.

The essential functions include, but are not limited to the following:

- Ensure Reid Temple Christian Academy's financial statements and systems comply with generally accepted accounting principles (GAAP) and implement policies and procedures to ensure appropriate internal controls are in place to mitigate organizational risk.
- Maintain the confidentiality of all Reid Temple Christian Academy financial information.
- Maintain accurate financial records, statements, and reports.
- Process all vendor's and contractors' invoices/bills for payment.
- Producing timely financial reports.
- Assist in processing the bi-weekly payroll to ensure employees and independent contractors are paid accurately and on time.
- Post data into the accounting system (QuickBooks®) including (a) tuition payments (b) vouchers, invoices, and other payment requests; and (c) budgets.
- Perform reconciliation of all bank accounts on a timely basis and file the same.
- Prepare grant budgets and submit them to the state and local agencies on a timely basis.
- Maintain the FACTS subledger and agree the subledger to the general ledger.
- Prepare journal entries as needed.
- Maintain and update accounting processes and policies as required.
- Prepare reports as needed for internal and external purposes and audits.
- File and retrieve documents as needed for auditors and other analyses.
- Assist with and learn all duties within the business office.
- Performs other duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in accounting, or equivalent experience.
- 5 years of related accounting work experience. Experience in a school or academic environment is preferred but not required.
- Considerable experience using Microsoft products, including Excel and Word,
- Experience with QuickBooks Online and FACTS.
- Competent in organizational and time management skills.
- Outstanding knowledge and understanding of accounting, GAAP, and financial reporting.
- Excellent (written and oral) communication and presentation skills on accounting and financial issues.