



## **North Shore Christian School**

### **Accounting and Administration Manager**

### **Job Description – Full or Part Time Position**

#### **Organizational Overview**

North Shore Christian School, founded in 1951, is an interdenominational Christian school offering a faith-based, culturally engaged Christian perspective. NSCS maintains a presence on the North Shore with its three campuses. Our Lynn and Beverly Campuses enroll students Preschool through Grade 8, and our Early Childhood Program, on our Hamilton Campus, enrolls students in Preschool and Pre-K.

#### **Primary Overview**

The Accounting and Administration Manager oversees and performs financial operations responsibilities, including general ledger, accounts payable/receivable, payroll, financial reporting and compliance, and HR programs and policies as well as other administrative areas identified by the Head of School. The Accounting and Administration Manager reports directly to and serves as a strategic partner to the Head of School, is a member of the Senior Administrative Leadership Team (SALT), supervises the Business Office Associate, and works closely with the Board of Director's Treasurer.

#### **Responsibilities**

##### **Finance**

- Develop and manage budgets, cash flow forecasting, and financial analysis to support management decisions.
- Oversee the Business Office Associate and manage the day-to-day operations of the Business Office including payroll, accounts receivable, accounts payable, bank reconciliations, and financial systems (QuickBooks, FACTS).
- Prepare monthly/yearly financial statements (reconciliations, balance sheets, income statements), and coordinate financial audits.
- Manage distribution of Financial Aid to ensure enrollment, tuition and missional goals are realized.
- Responsible for financial and regulatory policies and compliance across the organization.

## **Human Resources**

- With the Head of School, determine annual salaries and benefits for employees in the context of budget preparation.
- Oversee benefits plans to include managing the employee benefits brokers and ensuring all employee issues are resolved promptly.
- Create and issue Contracts in collaboration with HOS.
- Onboard new employees to comply with payroll and benefit policies.
- Ensure the Employee Handbook remains up to date and in compliance with current regulations.
- Ensure payroll and benefit processes, including payment and record keeping, are accurate and efficient.

## **School Operations**

- Manage facility lease(s) documents and manage issues related to the leases, coordinating with the HOS as appropriate.
- Manage school insurance, including, but not limited to, property insurance, liability insurance, student insurance, worker's comp insurance. Makes recommendations for changes as appropriate.
- Maintain an accurate and updated manual of board approved school policies and procedures.

\*The HOS reserves the right to add additional duties and responsibilities as needed.

## **Conditions**

- All Employees must present themselves in a professional manner in conduct and appearance.
- A strong, clear Christian testimony of acceptance of Jesus Christ as personal Savior and Lord.
- Enthusiastic vision for Christ-centered education.
- All Employees are required to work toward maintaining a positive and supportive relationship with all Board members, faculty & staff, administrators, students, and parents.
- At certain times, the Employee may be asked to attend special staff meetings throughout the year. Every effort will be made to provide Employees with a week's notice so that they may coordinate their schedules accordingly.
- The Employee is expected to participate in and assist with re-enrollment and retention efforts.

## **Qualifications and Abilities**

- Bachelor's degree in Accounting, Finance, or Business Administration
- 2-5+ years of experience in accounting roles, with previous supervisory experience preferred
- Demonstrated competency in technology including all Microsoft applications and QuickBooks. Experience with FACTS or similar School Financial Software preferred.
- Strong analytical skills, attention to detail, and problem-solving skills with ability to multi-task.
- Exceptional verbal and written communication skills, with ability to communicate well with diverse constituents and staff.
- Ability to manage confidential situations with discretion, respect, and sensitivity.
- Demonstrated commitment to NSCS's mission, taking an active part in the full life of the school.