



North Shore Christian School

Sr. Accountant

Job Description

(Part-Time or Full-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 Wenham Campuses enroll students in Preschool through Grade 8.

Primary Overview

The Sr. Accountant performs and oversees financial responsibilities, including general ledger, accounts payable/receivable, payroll, financial reporting and compliance, as well as other administrative areas identified by the Head of School. The Sr. Accountant reports directly 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.

- With the Head of School, determine annual salaries and benefits for employees in the context of budget preparation.
- 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 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, and worker's comp insurance. Makes recommendations for changes as appropriate.

*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.
- Employee should display a strong, clear Christian testimony of acceptance of Jesus Christ as personal Savior and Lord and a signed Statement of Faith.
- 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
- 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.