

**Job Description:** Accounting Manager  
**Department:** Business Office  
**Reports to:** Director of Finance  
**Classification:** Full time, Non-exempt

Hill-Murray School is a Catholic Benedictine school and fundamental to our mission are three cornerstones: We are a strong catechetical community, we are an institution of academic excellence, and we strive for excellence in cocurricular programming. We are rooted in the traditions of the founders of our school: the Benedictine Sisters, guided by the Rule of St. Benedict, and the Christian Brothers, founded by St. John Baptist De La Salle. These traditions are expressed through our charisms (spiritual gifts) of faith, leadership, service, and community.

**General Responsibilities of Catholic School Employment:**

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the school. An employee's behavior must not violate the faith, morals or laws of the Church or the Archdiocese, to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

**Key Responsibilities:**

**Accounting and Financial Reporting**

- Reconcile school and foundation bank accounts monthly.
- Reconcile balance sheet accounts monthly. Maintain various spreadsheets from daily journals and subsidiary ledgers.
- Post data in a timely fashion to various ledgers, registers, journals, and logs following established procedures and guidelines.
- Assist with the preparation of monthly financial statements and ongoing compliance reporting.
- Assist with year-end audit preparation, form 990, and other reporting requirements.
- Ongoing maintenance and advancement of accounting policies and procedures as needed.
- Analyzes and researches variations from the budget as directed by the DoF.
- Provides staff and coach support for reports and inquiries about the general ledger.

**Cash Receipts, Accounts Receivable and Collections**

- Post and apply cash receipts for donations and miscellaneous deposits.
- Monitor Accounts Receivable aging and follow up on past due amounts.

**Administrative Support**

- Support the annual auction event as requested.
- Manage the records retention and scanning process.
- Support the A/R and A/P process as requested.
- Support state tournament events as needed.
- Other duties as assigned.

**Qualifications and Experience**

- 5+ years of accounting experience.
- Advanced knowledge of accrual accounting principles, practices, and procedures.
- Advanced knowledge of general ledger software; experience with Financial Edge preferred.
- Intermediate level of computer functions, including Excel spreadsheets and Word processing.
- Intermediate billing principles and practices.
- Principles and procedures of financial record keeping and reporting.
- Ability to solve problems in financial statement reconciliations, accounts receivable, account payable and cash receipts.
- Ability to organize work, set priorities, and meet critical deadlines.
- Strong communication skills and ability to deal effectively with a variety of employees and patrons.
- General ledger ownership and ability to analyze and evaluate financial information.
- Demonstrated ability to work effectively with all levels in a company or organization.
- Nonprofit experience preferred.

Email resume and cover letter to: [jlamonica@hill-murray.org](mailto:jlamonica@hill-murray.org)