Smith Preparatory Academy
Account & Business Manager
Job Description

Summary of Responsibilities
This position is responsible for the daily financial management and monthly reporting for the school. This would include responsibility for all general ledger accounting, accounts receivable, accounts payable and payroll, and the production of monthly financial and statistical reports. Also included are establishing and implementing financial and human resource objectives, policies, and programs, which are in alignment with SPA's mission and vision. This is a full-time year-round position reporting to the Provost.

ESSENTIAL FUNCTIONS:

- Assist in the coordination of financial planning and budget management functions, including preparing an annual budget.
- Ensure financial management software data is accurate and up to date to facilitate real time data relative to the school's financial position in regard to cash position, cash flow, income and expense and balance sheet positions.
- Monitor and analyze monthly operating results and appropriate forecasts against budget.
- Provide detailed and summary level data that facilitates easily understood financial positions and promotes fast and accurate decision making.
- Manage the preparation of financial outlooks and financial forecasts as required outside of the normal monthly processes or as requested.
- Oversee daily operations related to financial and money management.
- Categorize expenses within bookkeeping software, ensuring receipts are on file for all school-related expenses.
- Be the primary interface to the independent accounting firm for information and coordination of audits, public record filings and tax returns.
- Ensure compliance with local, state, and federal reporting requirements for sales tax, payroll and contractor payments, county property appraisal, and workers compensation.
- Ensure appropriate cash handling and financial record keeping processes and procedures are in place to prevent misappropriation of funds. Provide recommendations and implement procedural improvements where necessary.
- Make recommendations on ways to reduce expenses and find efficiencies within school operations.
- Punctually attend all Finance-related Administration meetings as directed.
- Ensure all staff working with financial software is trained and aware of the specific SPA chart of accounts and accounting management procedures.

- Ensure access to SPA financial data and records is restricted to only those as approved by Provost.
- Hiring, training, evaluating, and retaining competent staff to execute all functions for which this position has oversight responsibilities.
- Manage customer (family) accounts via FACTS billing and tuition agreements.
- Manage state scholarship student enrollment, invoicing, and payment reconciliation annually.
- Track and pursue accounts receivable delinquencies, acquiring services of a collection agency as prescribed by the Headmaster.

OTHER FUNCTIONS:

- Provide payroll data – salaries, benefits, and deductions.
- Exercise discretion and maintain complete confidentiality.
- Interact in a Christ-like manner at all times, resolving conflict with humility and compassion, with the goal of reconciliation.

REQUIREMENTS

- Understand, appreciate, and fully support the vision and mission of Smith Preparatory Academy.
- Experience in or a general knowledge of accounting, finance, and business operations (both for-profit and non-profit).
- Bachelor's degree in business, finance or a related degree, or equivalent experience.
- Solid working knowledge of QuickBooks and Microsoft Office (Experience with school-related or other database a plus!)
- Excellent organizational, written/verbal communication and interpersonal skills

WORKING CONDITIONS

Duties are normally performed in an office environment, which may be busy and noisy at times, posing frequent interruptions. The noise level in the work environment is usually moderate.