



Assumption High School
JOB OPENING
Accounting Manager

Assumption High School seeks an **Accounting Manager** to join our dedicated team.
This is a full time - 12-month position.

Key Responsibilities:

Accounting:

- Prepares and makes daily cash/check deposits
- Handles petty cash reimbursements and reconciliations
- Manages ACH payments to vendors
- Records journal entries including Advancement journal entries
- Reconciles Advancement's Little Green Light monthly report with Financial Edge
- Prepares monthly bank reconciliations
- Distribute monthly finance reports to appropriate departments
- Prepares monthly reconciliations for accruals (health, dental, short-term disability).
- Assists with the annual audit

Accounts Receivable:

- Handles all aspects of tuition management including invoicing and collection utilizing the Blackbaud Tuition Management (BBTM) program.
- Assists with the financial aid process.
- Responsible for sending financial aid/scholarship letters and adjusting BBTM accounts accordingly
- Ensures student financial records are current. Responds to inquiries regarding tuition/student accounts

Required:

1. Bachelor's degree and/or three (3) years' experience in finance or accounting
2. Proficiency in Microsoft Office - including Excel
3. Strong communication and interpersonal skills.
4. Commitment to Catholic education and Mercy values.

Preferred:

1. School or non-profit finance/accounting experience
2. Financial Edge software experience

To Apply:

Please email resume, cover letter, and three professional references to mary.lang@ahsrockets.org.

Applications will be reviewed on a rolling basis until the position is filled. Assumption High School offers a competitive salary plus benefits including a 50% tuition discount for employees' daughters. **AHS is an equal opportunity employer. We value diversity and are committed to creating an inclusive work environment.**