



Finance Manager

Overall: The Finance Manager is responsible to the Director of Finance and Operations for managing the schools' resources in a prudent and careful manner. She/he will partner with the Director of Finance and Operations to create a premier Finance Office that upholds NAIS Principles of Good Practice and is fully supportive of the schools' mission, standards, and policies.

Essential Job Functions:

Accounts Receivable and Tuition Billing

- Maintain all student accounts in a timely manner, produce monthly billing statements and review auxiliary billing sheets.
- Import transactions from FACTS payment system.
- Assist families with billing inquiries.

Accounts Payable

- Record all invoices into the accounting program, ensure appropriate approvals and prepare weekly cash disbursements.
- Assist Director of Finance and Operations in cash flow planning and management.

Month-end Close

- Manage the accurate and timely month-end close with the Development Office ensuring that the Fundraising and Accounting systems reconcile at month-end.
- Prepare monthly schedules including fundraising revenue, tuition, and student program accounts, tuition and pledge receivables, and deferred revenue.
- Perform the daily bank reconciliation with payment processor.
- Prepare cash flow projections for tuition and fundraising accounts. Prepare financial reports as required for the audit.
- Fulfill other responsibilities as assigned by the Director of Finance and Operations.

The successful candidate will:

- Demonstrate good organization and attention to detail.
- Have excellent communication skills with service orientation.
- Maintain confidentiality and the integrity of the business office.
- Enjoy working both independently and as member of a team.
- Have a four-year degree in finance/accounting and 3 years' experience in accounting.

St. Anne's School of Annapolis does not discriminate on the basis of race, color, religion, age, gender sexual orientation, physical disability or national origin in admissions, employment or educational policies. We value diversity and embrace the fundamental Episcopal belief in the dignity of each human being. We are committed to helping our school community understand and appreciate human differences and similarities.

Please send a letter of interest and resume to business@St.AnnesSchool.org. For more information visit our website at St.AnnesSchool.org. No phone calls, please.