

Employment Opportunity: Senior Accountant

All Interested Applicants for this position should submit:

- **Cover letter**
- **Current resume**
- Three professional reference letters
- Original transcripts and licensure (if applicable)

Please email all required documents to Thea Schreiber (thea@victoryacademy.org)
Select applicants will be contacted to schedule a first-round interview and preference will be given to candidates with not-for-profit experience. **Phone solicitations are not accepted.**

The Senior Accountant will oversee the day-to-day accounting and finance tasks related to all operations within Victory Academy, including preparation of financial statements and subsidiary schedules, implementation and maintenance of fiscal policies, and bookkeeper oversight.

The Senior Accountant reports directly to the Director of Operations/Human Resources and Director of School.

Senior Accountant Responsibilities Include:

- Ensuring proper recording of financial transactions in QuickBooks, Donor Perfect and FACTS tuition billing, including account coding, transactional timing, and compliance with GAAP
- Preparing and analyzing monthly financial statements and budget to actual variances
- Creating and maintaining subsidiary journals, subledgers and ad hoc financial analyses
- Preparation of monthly journal entries, including but not limited to payroll, payroll adjustments, tuition, reclassification of restricted funds and miscellaneous adjustments
- Reconciliation of bank, tuition revenue and key balance sheet accounts
- Reconciliation of Donor Perfect donor database with QuickBooks
- Managing and monitoring student billing and account status through FACTS

- Monitoring Bank and PayPal accounts for cash flow and appropriate transactional activity
- Assisting Bookkeeper with insurance claims and accounting issue resolution
- Reviewing/approving classroom budget to actual reports prior to distribution
- Maintaining Vendor, Customer and GL accounts in QuickBooks
- Providing financial and tax advisory to management, bookkeeper and donor database manager based on current industry standards and regulations
- Maintaining an adequate system of internal controls
- Collaborating with management and administrative staff to optimize Victory operations, identify opportunities, and improve business processes

Additional Senior Accountant Responsibilities Include:

- Preparing financial package for quarterly Board of Directors meetings
- Preparing cash flow analysis and forecast
- Preparing quarterly funds transfers (restricted and designated)
- Preparing and managing to budget projections (operating, projects, grants)
- Coordinating and overseeing annual audit; preparing annual financial report draft, audit schedules and supporting documentation
- Supporting Development Director with grant programs and fundraisers
- Acting as contact person, along with other administration team members, for parents, community members, and other staff, as well as banking relationships

Victory Academy is proud to offer the following:

*Competitive compensation based on education and experience

*Flexible schedule

*Comprehensive medical, dental, vision, and prescription (three options through Providence)

*401K (2% employer match)

*Life and Disability Insurance option

*Paid holidays

*Eight weeks PAID vacation time per year

*Additional Paid Time Off days to use at your discretion

*A work environment focused on happiness, health, and well-being /family-friendly