



BENET ACADEMY
Catholic • Benedictine • College Prep
2200 Maple Avenue, Lisle, IL

FT ACCOUNTING MANAGER

CLASSIFICATION: EXEMPT
FAMILY: Business Office/9020
EEO CLASSIFICATION: Professional
SOCPC CODE: 43-3031
REPORTS TO: Director of Financial Services
DATE CREATED: 4/2016
DATE REVIEWED: 01/10/2023; 06/29/2022

Required Education/Experience	Preferred Qualifications/Experience
Bachelor's Degree in accounting field	CPA Certification preferred
5+ years accounting experience. Will consider less than 5 years if previous public accounting experience	
High proficiency in Microsoft Excel	

Additional Eligibility Qualifications

Strong leadership, communication, and organization skills.
Demonstrated management competency and experience.
Commitment to highest standards of quality and integrity
Ability to multi-task, be a self-starter, and flexible in daily work.

MISSION STATEMENT

The mission of Benet Academy, as a Catholic, Benedictine, college preparatory high school, is to provide a disciplined educational environment that fosters the ongoing religious, intellectual, and social development of its students.

JOB DESCRIPTION

Summary/Objective

Under the general direction of the Director of Finance, this hands-on position is responsible for day to day accounting operations, controlling the month-end and year-end close, and the maintenance of fiscal records for our school.

Essential Functions

1. Ensure financial transactions are recorded accurately and timely.
2. Prepare and post journal entries.
3. Prepare account reconciliations and supporting schedules.
4. Manage cash receipts on site.
5. Preparation and distribution of monthly budget reports.
6. Lead the year-end external audit.
7. Develop and document key accounting processes and ensure subsequent adherence.
8. Support special projects.
9. Adhere to all of Benet Academy's policies and procedures.
10. Other duties as assigned.

Competencies

1. Financial Management
2. Project Management
3. Customer/Client Focus
4. Communication/Interpersonal Skills Proficiency
5. Attention to Detail
6. Collaboration Skills
7. Ethical Conduct
8. Stress Management/Composure
9. High degree of Accuracy
10. Exceptional Organizational Skills

Supervisory Responsibility

There are no supervisory responsibilities with this position.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a school that combines standard office settings including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. Employee may be exposed to bloodborne pathogens.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

Position Type/Hours of Work

This is a FT Exempt 12-month position.

Benefits

This position is Benefits Eligible

Travel

No travel is expected for this position.

EEO Statement

Benet Academy is an equal employment opportunity employer, that does not—because of race, color, creed, religion, ancestry, age, sex, marital status, national origin, physical or mental disability or handicap, or veteran status—fail or refuse to hire qualified applicants. Benet Academy reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees are prohibited from performing, teaching, or advocating any practices or doctrines which are inconsistent with religious tenets of the Catholic faith.

Other duties as assigned

Serves as a positive role model and supports the teachings of the Roman Catholic Church at all times. Creates a faith-focused learning environment within the department and school and maintains a Catholic culture in his or her department that is emphasized including but not limited to, words, deeds, manner of dress, and actions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualified applicants can email a resume to Employment@benet.org.